

# McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, August 16, 2023

Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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## 1. CALL TO ORDER AND ROLL CALL

## 2. ADJOURN TO CLOSED SESSION(6:00p.m.)

**Recommended motion:** Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

## 3. RECESS

## 4. RETURN TO PUBLIC SESSION

## 5. PLEDGE OF ALLEGIANCE

## 6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - McLean County Farm Bureau Grant Presentation

B Good News - Pepper Ridge Energy Star Rating

C Staff Introductions

3

## 7. SUPERINTENDENT COMMENTS

## 8. PUBLIC COMMENTS

## 9. REPORTS

A **2023-2024 Proposed Budget**

5

B **Requests for Information Pursuant to the Illinois Freedom of Information Act**

18

The District has received and processed the following requests for information:

## 10. CONSENT AGENDA

### A Approval of Minutes

Minutes are not released for public viewing until approved by the Board of Education

1 07.19.23 Regular Minutes

2 07.19.23 Closed Minutes

### B Personnel Matters

19

### C Payment of Bills and Payrolls

1 Bills & Payroll Reports

25

### D Approve Finance Department Reports

1 Financial Statements - June 2023

68

### E Approve Board Policies, Administrative Procedures, and Exhibits

#### 1 Section 2: Board of Education

a. Policy 2.110 Qualifications, Term, and Duties of Board Officers

76

b. Exhibit 2.250-E2 Immediately Available District Public Records and Web-Posted Reports and Records

79

#### 2 Section 4: Operational Services

a. Policy 4.60 Purchases and Contracts

88

b. Administrative Procedure 4.60-AP1 Purchases

91

c. Administrative Procedure 4.60-AP3 Criminal History Records Check of Contractor Employees

96

d. Administrative Procedure 4.60-AP4 Sexual Misconduct Related Employment History Review

99

#### 3 Section 5: Personnel

a. Policy 5.30 Hiring Process and Criteria	104
b. Policy 5.90 Abused and Neglected Child Reporting Approved	107
c. Policy 5.125 Personal Technology and Social Media	110
d. Policy 5.150 Personnel Records	113
e. Administrative Procedure 5.30-AP2 Investigations	115
f. Administrative Procedure 5.30-AP3 Sexual Misconduct Related Employment History Review (EHR)	122
g. Administrative Procedure 5.150-AP1 Personnel Records	125
<b>4 Section 6: Instruction</b>	
a. Administrative Procedure 6.230-AP1 IMC Collection Development	130
<b>5 Section 7: Students</b>	
a. Administrative Procedure 7.270-AP1 Dispensing Medication	133
b. Exhibit 7.270-E2 Request for Authorized School Personnel to Perform a Medical Procedure	139
c. Exhibit 7.270-E4 Individualized Health Care Action Plan	140
d. Exhibit 7.285-E1 Food Allergy & Anaphylaxis Emergency Care Plan	141
<b>F Approve Requests for Authorization to Use Fire Prevention and Safety Funds</b>	
1 CJHS Amendment #40	143
<b>G NCHS Student Activity Fund Dissolutions</b>	<b>147</b>
<b>H NCHS Student Activity Fund Establishment</b>	<b>150</b>
<b>I Approve Unit Office Postage Machine Lease Extension</b>	<b>151</b>
<b>J Approve Commerce Bank Agreement for Payment Hub</b>	<b>152</b>
<b>K Approve 60 month lease agreement with Clayton Holdings, LLC, for mowers</b>	<b>160</b>
<b>L Approve Overnight Trip Request</b>	<b>176</b>
<b>M Approve Donation Request</b>	<b>179</b>
<b>11. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS</b>	
<b>12. ADJOURNMENT</b>	



McLean County Unit District No. 5  
1809 W. Hovey  
Normal, IL 61761

Office of the Superintendent

Phone: (309) 557.4400

Fax: (309) 557.4501

Date: August 16, 2023

RE: Pepper Ridge Elementary School Energy Star Rating

Dear Board of Education,

It is with much excitement that we write to you today to express our many thanks for your support in the area of energy management. Over the past few years the Operation Department took on the task of energy conservation for this school district, we accomplished many goals one of which we will highlight in this acknowledgment.

In 2019, Pepper Ridge Elementary School was an underperforming school in the district as it related to energy consumption. The building held an Energy Star score of 15, ranking in the bottom 15<sup>th</sup> percentile for efficiency. We took on this objective to improve things at Pepper Ridge and with the Board's approval to procure funds through OMNIA made it possible. With the implementation of Campus Optimizer we have realized tremendous results. Pepper Ridge Elementary School now operates at an optimum level and provides a comfortable learning space for the students, faculty, and staff.

As of April 2023, Pepper Ridge Elementary earned an Energy Star Rating of 76, certifying the building in the top 24<sup>th</sup> percentile for energy efficiency. The baseline energy use (kbtu) per square foot of 122 was brought down to a current energy use (kbtu) per square foot of 58, for an outstanding 52% decrease. This equates to \$16,643 in annual savings, not to mention the comfort level and ability to control the system. Pepper Ridge Elementary School joins a growing list of McLean County Unit District No. 5 buildings to achieve Energy Star Certification, including Parkside Elementary in 2023. We are currently working on Energy Star certifying Fox Creek Elementary, Grove Elementary, NCHS and NCWHS over the remainder of 2023.

Again, many thanks to the Board of Education partnering with the Operations Team for their unyielding support of these capital campaigns.

With our sincerest thanks,

Operations Team

Cc: Joseph Adelman, Executive Director of Operations  
Tom Rockwell, HVAC Manager  
Norm Hicks, Grounds and Warehouse Manager  
Craig Montgomery, Director of Custodian  
Ann Fair, Operations Coordinator  
Alice Schilkoski, Administrative Assistant



# ENERGY STAR® Progress & Goals Report

# 76

ENERGY STAR®  
Score<sup>1</sup>

## Unit 5 - Pepper Ridge Elementary School

Primary Property Type: K-12 School  
Gross Floor Area (ft<sup>2</sup>): 61,624  
Built: 1992

For Year Ending: March 31, 2023  
Date Generated: June 30, 2023

Property Address:  
Unit 5 - Pepper Ridge Elementary School  
2602 Danbury Dr.  
Bloomington, Illinois 61705

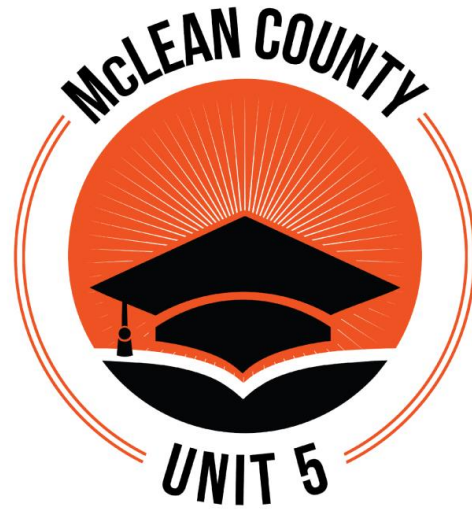
Property ID: 4747546

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

### Performance Comparison

	Progress			Performance Goals		
	Baseline (Ending Date 1/31/2020)	(Ending Date 3/31/2023)	% Change	Property's Target	National Median	ENERGY STAR Score of 75
ENERGY STAR Score	15	76	406.7	60	50	75
<b>Energy</b>						
Site EUI (kBtu/ft <sup>2</sup> )	118.9	58.3	-51	70.3	77.6	59.5
Source EUI (kBtu/ft <sup>2</sup> )	209.4	106.6	-49.1	128.7	142	108.9
Energy Cost (\$)	98,070.36	54,448.38	-44.5	65,720.34	72,480.43	55,601.76
Energy Cost Intensity (\$/ft <sup>2</sup> )	1.59	0.88	-44.5	1.07	1.18	0.9
<b>Total (Location-Based) GHG Emissions</b>						
Total (Location-Based) GHG Emissions (Metric Tons CO <sub>2</sub> e)	821.5	423.1	-48.5	510.6	563.2	432
Total (Location-Based) GHG Emissions Intensity (kgCO <sub>2</sub> e/ft <sup>2</sup> )	13.3	6.9	-48.5	8.3	9.1	7
<b>Water</b>						
All Water Use (kgal)	N/A	N/A	N/A	*	*	*
Indoor Water Use (kgal)	N/A	N/A	N/A	*	*	*
Indoor Water Use Intensity (gal/ft <sup>2</sup> )	N/A	N/A	N/A	*	*	*
Total Water Cost (\$)	N/A	N/A	N/A	*	*	*

\*Setting and managing water targets is not yet available in Portfolio Manager.



# McLean County Unit District No. 5

FY 2024 Proposed Budget

August 16, 2023

# The Budget Process



July 1, 2023

- New fiscal year begins

August 2023

- CPPRT estimate released by the Illinois Department of Revenue
- Evidence Based Funding released by ISBE
- Better estimates for Federal & State grant revenue
- Notice published in the newspaper for public hearing on tentative budget
- Tentative budget available for public

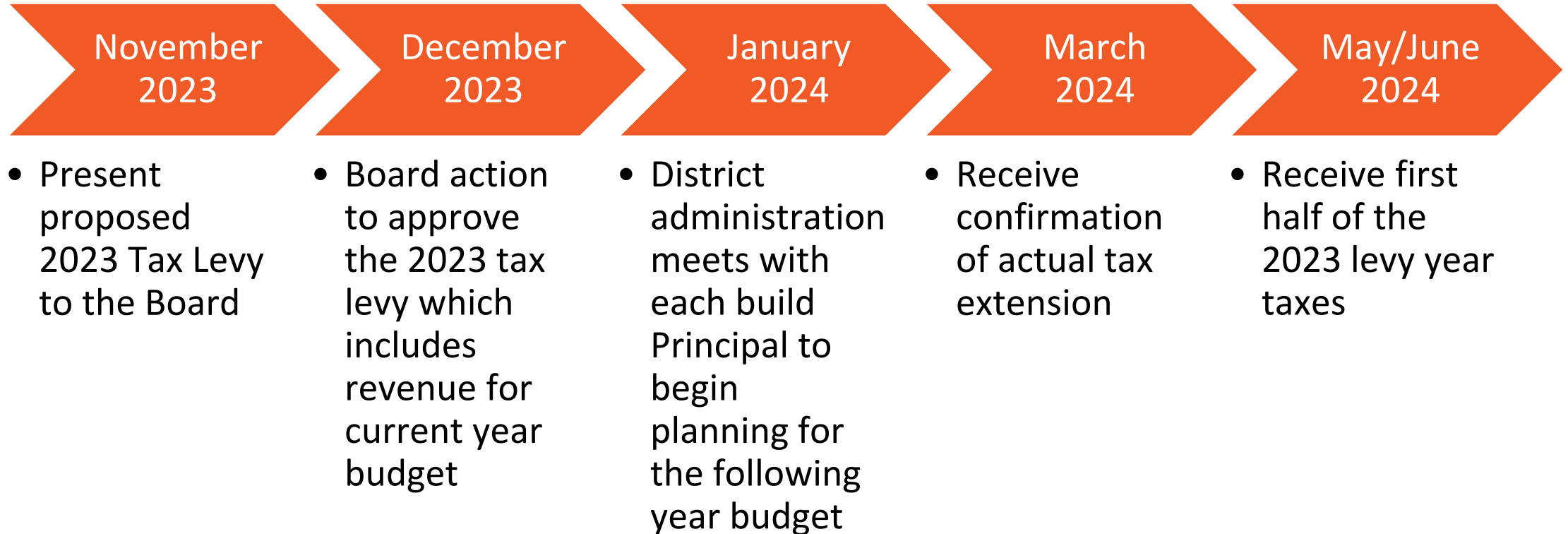
September 2023

- Public hearing on tentative budget
- Board considers adoption of tentative budget

October 2023

- Consult with the County Supervisor of Assessments for guidance on property values

# The Budget Process



# FY 2023 Unaudited Results



<b>Fund</b>	<b>Total Revenue</b>	<b>Total Expenditures</b>	<b>Net Change</b>
Education	126,594,565	125,630,055	964,510
Operations & Maintenance	13,243,933	13,127,966	115,968
Transportation	11,144,598	13,102,988	-1,958,390
Tort	5,943,675	5,923,822	19,853
Debt Service	36,144,975	38,104,032	-1,959,057
Municipal Retirement / SS	5,054,279	4,556,393	497,886
Working Cash	2,050,796	8,470,000	-6,419,204
Fire Prevention & Safety	1,194,847	1,027,349	167,498

\* Operating funds are highlighted in gray.

# FY 2024 Proposed Budget



## FY 2024 Proposed Budget Revenue Mix

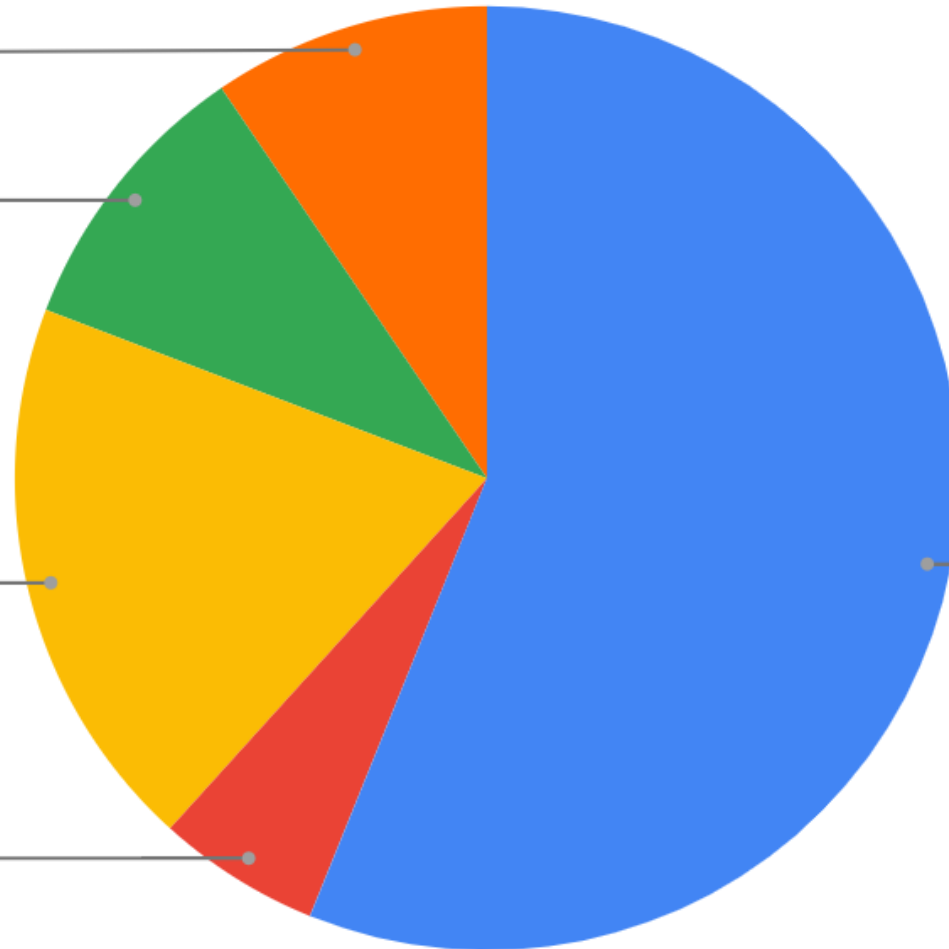
Education, Operations & Maintenance, Transportation & Tort Funds

Working Cash Transfer  
9.5%

Federal  
9.7%

State  
19.1%

Other Local  
5.6%



Local Property Taxes  
56.1%

# FY 2024 Proposed Budget



## Major Revenue Assumptions

### Local Revenue

- Real Estate EAV is anticipated to increase 9% for levy year 2023. This is anticipated to translate to a 8% increase in local property tax revenue for FY 2024.
- Local Food Service revenue expected to increase by about \$130K.
- Corporate Personal Property Replacement Tax (CPPRT) estimated to be at about \$4M, down from \$4.5M actual revenue in FY 2023.

10

### State Revenue

- Evidence Based Funding (EBF) increased by about \$720K over FY 2023.
- Transportation revenue expected to be about the same as FY 2023. Final proration from the State will come out sometime in November.

# FY 2024 Proposed Budget



## Major Revenue Assumptions (cont'd)

### Federal Revenue

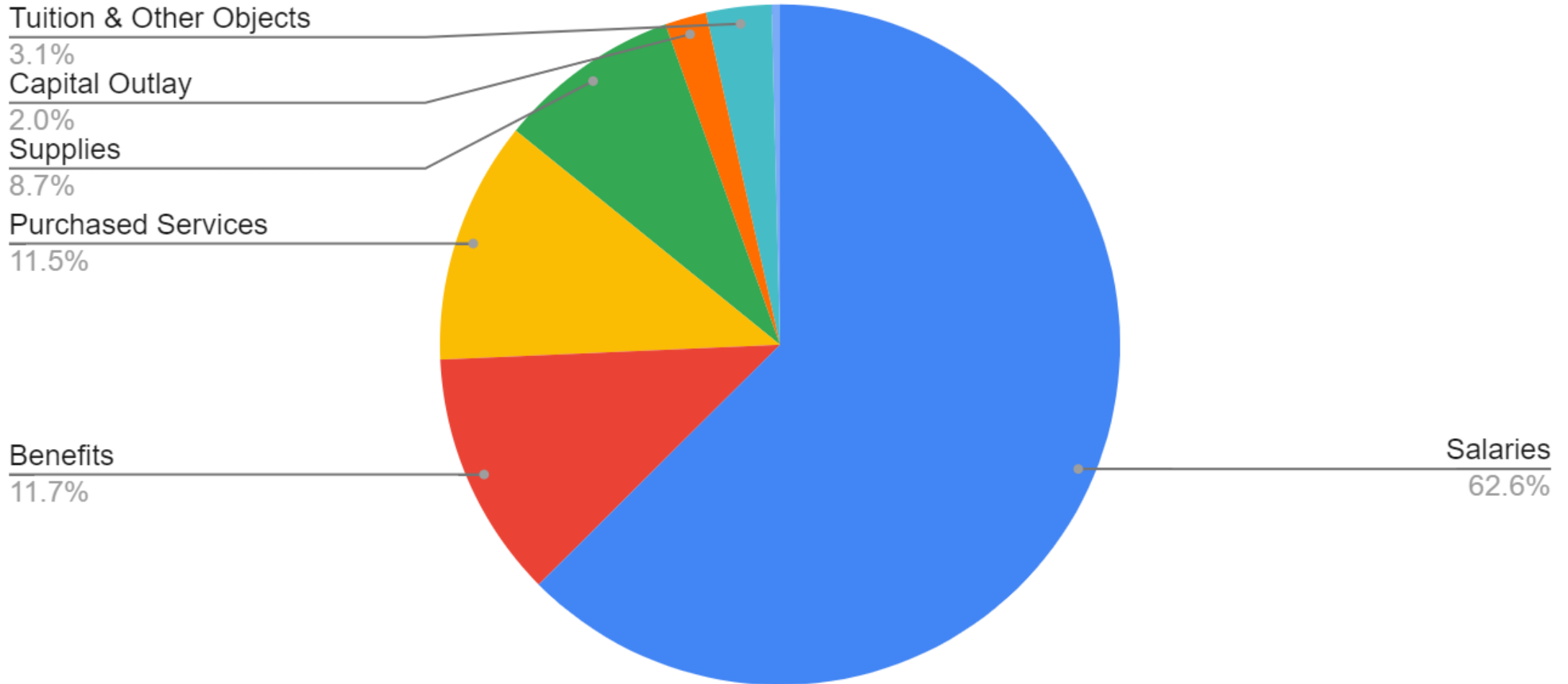
- Federal Food Service revenue expected to increase by about \$520K due to the high schools now participating in the federal food service program.
- Anticipating about \$6.2M of ESSER revenue.

# FY 2024 Proposed Budget



## FY 2024 Proposed Budget Expenditure Mix

Education, Operations & Maintenance, Transportation & Tort Funds



# FY 2024 Proposed Budget



## Major Expenditure Assumptions

### Salaries and Benefits

- Salaries and benefits adjusted for UFEA and UFSPA contracts negotiated this summer.
- Third year of Laborers' Local 362 contract.
- Health insurance contribution increased by 5%.
- Budget assumes all positions will be filled for the entire year.

### Other Expenditures

- District department budgets held flat in Education Fund.
- School building budgets increased by about 9% in Education Fund. This is the first significant increase in 10 years.

# FY 2024 Proposed Budget



## Major Expenditure Assumptions (cont'd)

### Other Expenditures (cont'd)

- In Operations & Maintenance, Transportation and Tort Funds, supplies and purchased services increased by 3% over FY 2023 to account for inflation.
- Liability insurance increased by 10% over FY 2023. Actual increase will not be known until December.
- Budgeted \$12.7M for First Student. This includes a \$1.3M payment from FY 2023 that ended up in FY 2024.
- Budgeted for \$2.65M bus purchase excepted to be delivered this year (bid approved in November 2022)

# FY 2024 Proposed Budget



## Working Cash Transfers

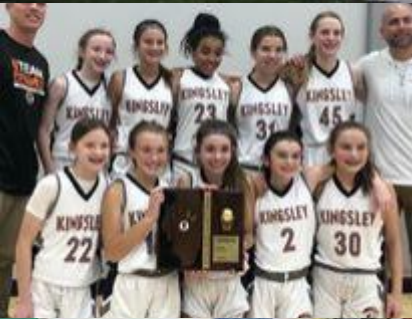
- \$11.2M to the Education Fund for operations.
- \$5.15M to the Transportation Fund: \$2.65M for the bus purchase and \$2.5M for operations.

# FY 2024 Proposed Budget



Fund	Total Revenue	Total Expenditures	Net Change
Education	135,621,879	135,193,913	427,966
Operations & Maintenance	13,619,125	13,601,213	17,912
Transportation	16,648,131	17,691,375	-1,043,244
Tort	6,179,383	6,430,838	-251,455
Debt Service	36,586,134	37,218,547	47,717
Municipal Retirement / SS	5,123,099	4,766,284	356,815
Working Cash	2,136,404	16,349,446	-14,213,042
Fire Prevention & Safety	1,291,404	1,630,000	-338,596

\* Operating funds are highlighted in gray.



# Questions?

[www.unit5.org](http://www.unit5.org)

#unit5pride



17



**Requests for Information Pursuant to the Illinois Freedom of Information Act**  
**The District has received and processed the following requests for information:**

1. WGLT - Lyndsay Jones, responded 07.17.23 and 07.24.23
2. Prairie State Wire - Vince Espi responded 07.28.23
3. Dan Brown, responded 08.02.23
4. Dan Brown, responded 08.07.23
5. Smart Procure - Sheri Reid, responded 08.16.23

PERSONNEL MATTERS - August 16th, 2023

Revisions appear in bold

Personnel Matters						
<b>Resignations/Retirements/Releases/Terminations</b>						
Last Name	First Name	Homebase	Assignment	Action	Effective	
<b><u>Certified</u></b>						
Green	Osha	Oakdale	2nd Grade	Resignation	05/25/2023	
Haws	Jon	Pepper Ridge	Assistant Principal	Resignation	07/26/2023	
Hucal	Heather	Prairieland	5th Grade	Resignation	05/25/2023	
Cupples	Brian	NCWHS	PE	Retirement	05/25/2023	
Shaw	Karen	NCWHS	English	Retirement	May 2024	
<b><u>Educational Support Personnel</u></b>						
Pierce	Deborah	Benjamin	Food Service - 173 Days	Resignation	08/14/2023	
Armbrust	Sarah	Brigham	Para-Spec Ed	Resignation	05/25/2023	
Herbert	Michelle	Brigham	Para-Spec Ed	Resignation	end of the year	
Ray	Melissa	Brigham	Para-Spec Ed	Resignation	08/25/2023	
Larimer	Mareka	Cedar Ridge	Para-Spec Ed	Resignation	05/25/2023	
Young	Elyesa	Fairview	Noon Hour Supervisor	Resignation	05/24/2023	
Betts	Altheria	Eugene Field	Para-Spec Ed	Retirement	05/24/2023	
Gibson	Erika	Grove	Para-Spec Ed	Resignation	05/25/2023	
Blemer	Christa	Hoose	Special Education Nurse	Resignation	05/25/2023	
Denham	Jeanie	Hoose	Noon Hour Supervisor	Resignation	05/24/2023	
Crawford	Michelle	Pepper Ridge	Para-Spec Ed	Resigned before starting	07/24/2023	
Forbes	Joshua	Pepper Ridge	Para-Spec Ed	Resignation	5/25/2023	
Lamberti	Mariah	Pepper Ridge	Para-Spec Ed	Resignation	5/25/2023	
Hucal	Heather	Prairieland	Para-Spec Ed	Resignation	05/25/2023	
Connour	Jared	Prairieland	Custodian	Resignation	08/17/2023	

Detweiler	Barbara		Sugar Creek		Para-Spec Ed		Retirement		May 2024
Munguia Huerta Walsh	Scarlet Mary		PJHS PJHS		Bilingual Parent Liaison Food Service - 173 Days		Resignation Resignation		05/25/2023 8/14/2023
Lainhart	Benjamin		NCWHS		Para-Spec Ed		Resignation		05/25/2023
<b>Peterson</b>	<b>Megan</b>		<b>Unit Offie</b>		<b>Asst. Director of HR</b>		<b>Resignation</b>		<b>08/25/2023</b>

**Employment** (R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)

	Last Name	First Name	Homebase		Assignment	Step	Lane	FTE	Effective
<b><u>Certified</u></b>									
(R)	Roberts	Melissa	Benjamin		5th Grade		TBD	1.0	8/14/2023
(A)	Frank	Miranda	Cedar		Kindergarten		TBD	1.0	8/16/2023
(R)	Horine	Sarah	Cedar		LBS1		TBD	1.0	8/14/2023
(R)	Faulkner	Jaimie	Grove		2nd Grade		NT	1.0	8/14/2023
(R)	Bohls	Rebecca	Hoose		1st Grade		TBD	1.0	8/14/2023
(R)	Haerr	Madison	Hoose		4th Grade		TBD	1.0	8/14/2023
(LR)	Leysaht	Madison	Hoose		5th Grade 1st Semester		NT	1.0	8/14/2023
(R)	Angel	Britney	Oakdale		4th Grade	Step 15	B+0	1.0	8/14/2023
(R)	Hernandez	Hilarie	Oakdale		MTSS Interventionist	Step 2	B+0	1.0	8/14/2023
(R)	Piepenbrink	Chelsea	Oakdale		2nd Grade		TBD	1.0	8/14/2023
(R)	Mosier	Megan	Parkside		SLP		TBD	1.0	8/14/2023
(R)	Tomlinson	Madeline	Parkside		5th Grade		TBD	1.0	8/14/2023
(R)	Mosher	Sandra	Prairieland		5th Grade		NT	1.0	8/14/2023
(R)	Aeilts	Teresa	EJHS		Guidance Counselor	Step 19	M+0	1.0	8/14/2023
(R)	Bluhm	Katherine	NCWHS		Guidance Counselor	Step 15	M+16	1.0	8/14/2023
(A)	Gibson	Jen	TBD		Elementary Math Support		TBD	1.0	8/14/2023
<b><u>Educational Support Personnel</u></b>									
(R)	Bates	Brianna	Brigham		Para - SPED		TBD	1.0	8/14/2023
(R)	Deets	Amanda	Brigham		Para - SPED		TBD	1.0	8/14/2023

(R)	Gould	Ashley	Brigham	Para - SPED			TBD	1.0	8/14/2023
(R)	Dowling	Aidan	Carlock	Custodian, Night				1.0	8/10/2023
(R)	McDaniel	Brooke	Carlock	Para - SPED			TBD	1.0	8/14/2023
(R)	Frazer	Dianne	Cedar	Para - SPED			TBD	1.0	8/14/2023
(R)	Jones	Sandra	Cedar	Para - SPED			TBD	1.0	TBD
(R)	Auth	Alexis	Fox Creek	Para - SPED			TBD	1.0	TBD
(R)	Prall	Heather	Fox Creek	Para - SPED			TBD	1.0	TBD
(R)	Bland	Rachel	Grove	Para - SPED			TBD	1.0	8/15/2023
(R)	Ewing	Jane	Grove	Para - SPED			TBD	1.0	TBD
(R)	Huffman	Jaron	Grove	Custodian, Night				1.0	08/01/2023
(R)	Glenn	Dayrontay	Hoose	Para - SPED			TBD	1.0	TBD
(R)	Prabu	Sindhuja	Hoose	Para - SPED			TBD	1.0	8/14/2023
(R)	Baca	Kendra	Oakdale	Para - SPED			TBD	1.0	TBD
(R)	Burton	Kimberly	Parkside	Para - SPED			TBD	1.0	8/14/2023
(R)	Johnson	Jayne	Parkside	Para - SPED			TBD	1.0	8/14/2023
(R)	Divan	Gail	Pepper	Para - SPED			TBD	1.0	8/14/2023
(R)	Elgin	Holly	Pepper	Para - SPED			TBD	1.0	8/14/2023
(R)	Gee	Machelle	Pepper	Para - SPED			TBD	1.0	8/14/2023
(R)	Simly	Niya	Pepper	Para - SPED			TBD	1.0	TBD
(R)	Underwood	Amy	Prairieland	3hr Cook/Food Service			Tier II, Step 0	1.0	8/14/2023
(R)	Baldwin	Hannah	Sugar Creek	Para - SPED			TBD	1.0	8/15/2023
(R)	Brozenec	Setthea	CJHS	Para - SPED			TBD	1.0	TBD
(R)	O'Shea	Melissa	EJHS	Para - SPED			TBD	1.0	8/14/2023
(R)	Decker	Christine	KJHS	Para - SPED			TBD	1.0	8/14/2023
(R)	Stoddard	Emma	PJHS	Para - SPED			TBD	1.0	TBD
(R)	Clark	Kimberly	NCHS	Admin. Asst. 10 mos	Step 4	Lane A		1.0	08/02/2023
(R)	Nix	Leconte	NCHS	Para - SPED			TBD	1.0	TBD
(R)	Cheruku	Vasavi	NCWHS	Para - SPED			TBD	1.0	TBD
(R)	Davis	Keyshawn	NCWHS	Para - SPED			TBD	1.0	08/14/2023
(R)	Thorton	Ilesha	NCWHS	SPED Nurse				1.0	08/14/2023

(R)	Yewale	Yogita	NCWHS	Para - SPED	TBD	1.0	8/14/2023
(R)	Hott	Jarod	Warehouse	Technology Specialist 1		1.0	07/27/2023

**Substitutes**

<b>Contract Revisions</b>
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			Homebase	Revision	Effective
<b><u>Certified</u></b>					
Turcotte	Briana		Carlcok/Towanda PE	From B+0, Step 1 To NT	8/14/2023
Waughtel	Allysen		Cedar Ridge/ 3rd grade	From B+0, Step 1 To NT	8/14/2023
Williams	Betsyanne		Fairview/ 1st Grade	From B+0, Step 1 To NT	8/14/2023
Martin	Taylor		Fox Creek/ 4th Grade	From B+0, Step 1 To NT	8/14/2023
Mills	Sierra		Fox Creek/ 1st Grade	From B+0, Step 1 To NT	8/14/2023
O'Malley-Chaon	Alicia		Hoose/ Adaptive PE	From M+0 Step 16 To M+0 Step 15	8/14/2023
Etnier	Shyann		Pepper Ridge/ 5th Grade	From B+6, Step 2 To B+0, Step 2	8/14/2023
Cerne	Amanda		Sugar Creek/ 2nd Grade	From B+0, Step 11 To B+0, Step 16	8/14/2023
Monaxios	Mary		Towanda/ 4th Grade	From M+3, Step 5 To M+0, Step 5	8/14/2023
Rodriguez	Elizabeth		EJHS/ 7th Grade Math	From M+0, Step 8 To M+0, Step 2	8/14/2023
Gillman	August		NCWHS/ LBS1	From B+0, Step 1 To NT	8/14/2023
Lehr	Margaret		NCWHS/NCHS/ FACS	From B+0, Step 1 To NT	8/14/2023

<b>Schedule B</b>					
<b>Cattaneo</b>	<b>Alyssa</b>	<b>PJHS</b>		<b>Add-JHVB</b>	<b>8/14/2023</b>
Lawless	Angela Non-UFEA	PJHS		Add-JHTR	8/1/2023
<b>Educational Support Personnel</b>					
<b>Bello</b>	<b>Juan</b>	<b>Field</b>		<b>From Para-SPED to Shuttle Driver</b>	<b>08/14/2023</b>
<b>Morton</b>	<b>Jennifer</b>	<b>Food Service</b>		<b>From Food Service Manager to Asst. Dir. of Food Servic</b>	<b>08/14/2023</b>
Snowden	Melinda	Sugar Creek		Add - .5 FTE Para-Spec Ed - Step 7	08/14/2023
<b>Leave Requests</b>					
		<b>Homebase/Position</b>	<b>Leave Requested</b>		<b>Effective</b>
<b>Certified</b>					
<b>Figueroa</b>	<b>Amanda</b>	<b>Hoose/ 5th Grade</b>		<b>Personal Leave</b>	<b>08/14/2023 - 12/21/2023</b>
<b>Hensley</b>	<b>Audrey</b>	<b>Oakdale/ Fox Creek/ Pepper Ridge - Lang Interventionist</b>		<b>Coming Back From Leave</b>	<b>08/14/2023</b>
<b>Educational Support Personnel</b>					
<b>Information Only</b>					
Baker Smith	Monica	CJHS/ Para-Spec Ed		From Para - Spec Ed To Reg Ed - ISS	08/14/2023
Creamean	Erin	Hoose/ 1st Grade		From 1st Grade To 2nd Grade	08/14/2023
<b>Dulle</b>	<b>Donna</b>	<b>Brigham/Spec Ed Para</b>		<b>From Brigham to Pepper Ridge</b>	<b>08/14/2023</b>
Koechle	Cristie	Oakdale/ MTSS Interventionist		From MTSS Interventionist To LBS1	08/14/2023
<b>Miller</b>	<b>Hannah</b>	<b>KJHS/ LBS1</b>		<b>From KJHS To CJHS</b>	<b>08/14/2023</b>
Muhlbauer	Jennifer	Oakdale/ Spec Ed Para		From Special Ed Para To Regular Ed Para	08/14/2023
Nikolanci	Julie	NCWHS/ EOP-10Mon		From EOP 10 Month To 12 Month - Finance	08/14/2023
Peoples Jr.	Derrick	Pepper Ridge/ Custodian Night		From Custodian Night To Head Day Custodian	08/04/2023
<b>Reed</b>	<b>Jennifer</b>	<b>Parkside/ Spec Ed Para</b>		<b>From Parkside E. to EJHS</b>	<b>08/14/2023</b>

<b>Sims-King</b>	<b>Siobhan</b>		<b>Hoose/ 2nd Grade</b>			<b>From Hoose to Oakdale</b>		<b>08/14/2023</b>
Theobald	Keely		PJHS/Hoose SLP			From Hoose/PJHS To NCWHS/PJHS		08/14/2023
Velazquez	Victor		NCHS/ Spanish			Correction From NCWHS To NCHS		08/14/2023
<b>Webber</b>	<b>Hannah</b>		<b>Hoose/ Spec Ed Para</b>			<b>From Hoose to Parkside E.</b>		<b>08/14/2023</b>

**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**July 20, 2023 through August 16, 2023**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

<b>Fund</b>	<b><sup>1</sup> Prepaid Bills</b>	<b><sup>2</sup> Bills To Be Paid</b>	<b><sup>3</sup> Payrolls</b>	<b>Total</b>
07 Flexible Benefit Plan Trust Fund	33,549.47	0.00	0.00	33,549.47
08 Unit 5 Self-Funded Insurance	1,497,170.03	0.00	0.00	1,497,170.03
10 Educational	400,786.56	483,775.38	8,795,210.88	9,679,772.82
20 Operations & Maintenance	279,789.49	244,968.66	588,253.33	1,113,011.48
30 Debt Service	776,971.95	6,510.60	0.00	783,482.55
40 Transportation	52,639.17	1,277,804.00	16,969.77	1,347,412.94
50 Social Security	0.00	0.00	222,417.33	222,417.33
51 IMRF	0.00	0.00	129,839.19	129,839.19
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	41,516.54	56,902.70	33,975.08	132,394.32
90 Life Safety	377,452.38	56,698.40	0.00	434,150.78
99 Student Activity Funds <sup>4</sup>	108,831.96	0.00	0.00	108,831.96
<b>Grand Total</b>	<b>\$3,568,707.55</b>	<b>\$2,126,659.74</b>	<b>\$9,786,665.58</b>	<b>\$15,482,032.87</b>

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 7/20/23 and 8/15/23. Please see the "Vendor Bill Listing - PREPAID" report for details.

<sup>2</sup> These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 7/19/23 and 8/15/23. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

**ATTEST:**

**I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$15,482,032.87.**

\_\_\_\_\_  
 Kelly Pyle, President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Stan Gozur, Secretary, Board of Education

\_\_\_\_\_  
 Date

## CUSD No. 5, McLean and Woodford Counties, Illinois

### Payroll Fund Totals

Fiscal Year: 2022-2023

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	260	07/16/2023	07/31/2023	07/28/2023
Certified - Semi	261	07/16/2023	07/31/2023	07/28/2023
Certified - Semi	262	07/16/2023	07/31/2023	07/28/2023
Certified - Semi	270	08/01/2023	08/15/2023	08/15/2023
Classified - Semi	260	07/16/2023	07/31/2023	07/28/2023
Classified - Semi	270	08/01/2023	08/15/2023	08/15/2023

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
<b>Certified - Semi - Period Number: 260</b>					
10	2,907,235.98	0.00	130,552.41	358,324.00	3,396,112.39
50	0.00	40,392.84	0.00	0.00	40,392.84
<b>Period Total:</b>	<b>\$2,907,235.98</b>	<b>\$40,392.84</b>	<b>\$130,552.41</b>	<b>\$358,324.00</b>	<b>\$3,436,505.23</b>
<b>Certified - Semi - Period Number: 270</b>					
10	2,779,358.24	0.00	116,145.41	346,939.00	3,242,442.65
50	0.00	38,619.85	0.00	0.00	38,619.85
<b>Period Total:</b>	<b>\$2,779,358.24</b>	<b>\$38,619.85</b>	<b>\$116,145.41</b>	<b>\$346,939.00</b>	<b>\$3,281,062.50</b>
<b>Classified - Semi - Period Number: 260</b>					
10	480,443.03	0.00	0.00	153,852.10	634,295.13
40	3,604.78	0.00	0.00	1,332.40	4,937.18
50	0.00	35,468.88	0.00	0.00	35,468.88
51	0.00	0.00	34,159.94	0.00	34,159.94
<b>Period Total:</b>	<b>\$484,047.81</b>	<b>\$35,468.88</b>	<b>\$34,159.94</b>	<b>\$155,184.50</b>	<b>\$708,861.13</b>
<b>Classified - Semi - Period Number: 270</b>					
10	385,597.16	0.00	0.00	130,047.08	515,644.24
40	3,604.70	0.00	0.00	1,332.42	4,937.12
50	0.00	28,690.30	0.00	0.00	28,690.30
51	0.00	0.00	27,312.33	0.00	27,312.33
<b>Period Total:</b>	<b>\$389,201.86</b>	<b>\$28,690.30</b>	<b>\$27,312.33</b>	<b>\$131,379.50</b>	<b>\$576,583.99</b>
<b>Certified - Semi - Period Number: 261</b>					
10	1,938.25	0.00	68.37	345.00	2,351.62
50	0.00	28.10	0.00	0.00	28.10
<b>Period Total:</b>	<b>\$1,938.25</b>	<b>\$28.10</b>	<b>\$68.37</b>	<b>\$345.00</b>	<b>\$2,379.72</b>
<b>Certified - Semi - Period Number: 262</b>					
10	200.00	0.00	0.00	0.00	200.00
<b>Period Total:</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
<b>Grand Totals:</b>	<b>\$6,561,982.14</b>	<b>\$143,199.97</b>	<b>\$308,238.46</b>	<b>\$992,172.00</b>	<b>\$8,005,592.57</b>

End of Report

## CUSD No. 5, McLean and Woodford Counties, Illinois

### Payroll Fund Totals

Fiscal Year: 2023-2024

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	20	07/16/2023	07/31/2023	07/28/2023
Certified - Semi	30	08/01/2023	08/15/2023	08/15/2023
Classified - Semi	20	07/16/2023	07/31/2023	07/28/2023
Classified - Semi	21	07/16/2023	07/31/2023	07/28/2023
Classified - Semi	30	08/01/2023	08/15/2023	08/15/2023
Classified - Semi	31	08/01/2023	08/15/2023	08/15/2023

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
<b>Certified - Semi - Period Number: 20</b>					
10	151,075.77	0.00	15,259.56	11,106.00	177,441.33
50	0.00	2,172.77	0.00	0.00	2,172.77
80	3,945.92	0.00	439.77	345.00	4,730.69
<b>Period Total:</b>	<b>\$155,021.69</b>	<b>\$2,172.77</b>	<b>\$15,699.33</b>	<b>\$11,451.00</b>	<b>\$184,344.79</b>

<b>Certified - Semi - Period Number: 30</b>					
10	289,238.50	0.00	32,130.42	23,453.44	344,822.36
50	0.00	4,103.86	0.00	0.00	4,103.86
80	4,629.30	0.00	500.42	380.06	5,509.78
<b>Period Total:</b>	<b>\$293,867.80</b>	<b>\$4,103.86</b>	<b>\$32,630.84</b>	<b>\$23,833.50</b>	<b>\$354,436.00</b>

<b>Classified - Semi - Period Number: 20</b>					
10	141,619.17	0.00	1,836.69	17,289.00	160,744.86
20	282,406.48	0.00	913.83	3,159.50	286,479.81
40	3,131.55	0.00	0.00	345.00	3,476.55
50	0.00	31,085.78	0.00	0.00	31,085.78
51	0.00	0.00	29,602.73	0.00	29,602.73
80	10,471.46	0.00	328.06	1,125.00	11,924.52
<b>Period Total:</b>	<b>\$437,628.66</b>	<b>\$31,085.78</b>	<b>\$32,681.31</b>	<b>\$21,918.50</b>	<b>\$523,314.25</b>

<b>Classified - Semi - Period Number: 30</b>					
10	272,312.28	0.00	2,044.16	46,682.05	321,038.49
20	296,183.65	0.00	993.37	3,282.00	300,459.02
40	3,256.42	0.00	0.00	362.50	3,618.92
50	0.00	41,745.40	0.00	0.00	41,745.40
51	0.00	0.00	38,660.77	0.00	38,660.77
80	10,632.36	0.00	365.78	811.95	11,810.09
<b>Period Total:</b>	<b>\$582,384.71</b>	<b>\$41,745.40</b>	<b>\$42,064.08</b>	<b>\$51,138.50</b>	<b>\$717,332.69</b>

<b>Classified - Semi - Period Number: 21</b>					
10	117.81	0.00	0.00	0.00	117.81
20	1,138.50	0.00	0.00	0.00	1,138.50
50	0.00	96.09	0.00	0.00	96.09
51	0.00	0.00	90.71	0.00	90.71
<b>Period Total:</b>	<b>\$1,256.31</b>	<b>\$96.09</b>	<b>\$90.71</b>	<b>\$0.00</b>	<b>\$1,443.11</b>

<b>Classified - Semi - Period Number: 31</b>					
20	176.00	0.00	0.00	0.00	176.00
50	0.00	13.46	0.00	0.00	13.46

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
51	0.00	0.00	12.71	0.00	12.71
<b>Period Total:</b>	<b>\$176.00</b>	<b>\$13.46</b>	<b>\$12.71</b>	<b>\$0.00</b>	<b>\$202.17</b>
<hr/>					
<b>Grand Totals:</b>	<b>\$1,470,335.17</b>	<b>\$79,217.36</b>	<b>\$123,178.98</b>	<b>\$108,341.50</b>	<b>\$1,781,073.01</b>
		<b>End of Report</b>			

**Expenditure Summary Report**

From Date: 7/19/2023  
To Date: 7/19/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					

**Expenditure Summary Report**

From Date: 7/19/2023  
To Date: 7/19/2023

Fund	Amount
Grand Total	

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Ace Hardware		698	2400205	255438	8/2/2023	66.57
	587309/5		2400205	255438	8/2/2023	29.28
	587278/5		2400205	255438	8/2/2023	13.62
	587221/5		2400232	255438	8/2/2023	80.96
	587139-5		2400234	255438	8/2/2023	44.07
	587045/3		2400234	255438	8/2/2023	20.04
<b>Ace Hardware Total</b>					<b>254.54</b>	
Adkins Trak Timing Associates	Meet timing	(blank)	47130	8/15/2023	1,000.00	
<b>Adkins Trak Timing Associates Total</b>					<b>1,000.00</b>	
Advance Auto Parts	6.25332E+12	2400200	255439	8/2/2023	115.67	
	6.25332E+12	2400202	255439	8/2/2023	57.23	
	6.25332E+12	2400202	255439	8/2/2023	480.03	
	6.25332E+12	2400202	255439	8/2/2023	171.47	
	6.25332E+12	2400202	255439	8/2/2023	114.22	
	6.25332E+12	2400200	255439	8/2/2023	308.61	
	6.25332E+12	2400200	255439	8/2/2023	145.99	
	6.25332E+12	2400200	255439	8/2/2023	3,704.99	
	6.25332E+12	2400200	255439	8/2/2023	46.90	
	6.25332E+12	2400202	255439	8/2/2023	10.57	
	6.25332E+12	2400202	255439	8/2/2023	138.53	
	6.25332E+12	2400200	255439	8/2/2023	145.99	
	6.25332E+12	2400202	255439	8/2/2023	38.35	
	6.25332E+12	2400200	255439	8/2/2023	27.13	
	6.25332E+12	2400202	255439	8/2/2023	6.49	
	6.25332E+12	2400202	255439	8/2/2023	64.39	
	6.25332E+12	2400200	255439	8/2/2023	62.54	
	6.25332E+12	2400200	255439	8/2/2023	600.06	
	6.25332E+12	2400202	255439	8/2/2023	57.48	
	6.25332E+12	2400200	255439	8/2/2023	209.99	
6.25332E+12	2400202	255439	8/2/2023	16.55		
6.25332E+12	2400202	255439	8/2/2023	53.62		
6.25332E+12	2400200	255439	8/2/2023	1,116.00		
6.25332E+12	2400200	255439	8/2/2023	170.98		
<b>Advance Auto Parts Total</b>					<b>7,863.78</b>	
Alpha Baking Co., Inc.	2.30403E+11	2400266	255440	8/2/2023	9.95	
	2.30403E+11	2400266	255440	8/2/2023	33.83	
<b>Alpha Baking Co., Inc. Total</b>					<b>43.78</b>	
Alpha Controls & Services Llc	235071-1	2400300	255441	8/2/2023	2,870.00	
	235010-1	2400278	255441	8/2/2023	18,805.00	
<b>Alpha Controls &amp; Services Llc Total</b>					<b>21,675.00</b>	
Amazon Capital Services	1KXC-T46W-7MMH	2400214	255442	8/2/2023	11.49	
	1631-MPJL-WNFG	2400269	255442	8/2/2023	413.71	
	1JJN-JX3K-WLKG	2400219	255442	8/2/2023	1,007.96	
	174C-YQNV-YXHX	2400228	255442	8/2/2023	846.41	
	1QNT-VJFD-JV71	2400217	255442	8/2/2023	742.15	
	V842617	2400219	255442	8/2/2023	2,390.95	
	1LFN-FKKN-FFRP	2400214	255442	8/2/2023	699.23	
	1RVY-DDPP-3XT3	2400227	255442	8/2/2023	279.98	
	161W-7JCG-RJ71	2400229	255442	8/2/2023	131.94	
	1WDY-C1Y7-KKVQ	2400189	255442	8/2/2023	2,742.69	
	1LWL-QTRV-QJ1M	2400180	255442	8/2/2023	475.16	
	16VK-QFDR-XK6X	2400135	255442	8/2/2023	155.28	
	1W3R-WQVX-FLKX	2305185	255442	8/2/2023	329.41	
	1JQW-7LNQ-7QVM	2400226	255442	8/2/2023	284.92	

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Amazon Capital Services Total</b>					<b>10,511.28</b>
Apex Clothing	7312023 (blank)		47109	8/3/2023	200.00
	P-2300225 (blank)		22013	7/31/2023	244.00
<b>Apex Clothing Total</b>					<b>444.00</b>
Avanti'S Italian Restaurant -Bloomington	Overdue notices (blank)		47131	8/15/2023	932.50
	5551 2400233		255443	8/2/2023	329.81
<b>Avanti'S Italian Restaurant -Bloomington Total</b>					<b>1,262.31</b>
B & B Awards & Recognition	20051846 (blank)		47537	8/11/2023	422.12
	20052145 (blank)		47119	8/10/2023	18.00
	V41743269 (blank)		47110	8/3/2023	152.90
	20051898 & 20052159 (blank)		47494	7/25/2023	261.73
<b>B &amp; B Awards &amp; Recognition Total</b>					<b>854.75</b>
Baby Fold	16706 2400292		255444	8/2/2023	6,255.06
	16707 2400292		255444	8/2/2023	6,255.06
	16708 2400292		255444	8/2/2023	6,255.06
	16709 2400292		255444	8/2/2023	6,255.06
	16710 2400292		255444	8/2/2023	6,255.06
	16703 2400292		255444	8/2/2023	6,208.44
	16704 2400292		255444	8/2/2023	6,255.06
	16705 2400292		255444	8/2/2023	6,208.44
<b>Baby Fold Total</b>					<b>49,947.24</b>
Barnlund, Bri	V97714508 (blank)		47111	8/3/2023	75.00
<b>Barnlund, Bri Total</b>					<b>75.00</b>
Barth, Joseph	V47186443 (blank)		15025	8/11/2023	150.00
<b>Barth, Joseph Total</b>					<b>150.00</b>
Bautista, Zachary Herminio	Supervision (blank)		47120	8/10/2023	800.00
<b>Bautista, Zachary Herminio Total</b>					<b>800.00</b>
Beaty, Devin Frank	Soccer camps (blank)		47096	7/27/2023	250.00
<b>Beaty, Devin Frank Total</b>					<b>250.00</b>
Bennett, Dominic	Summer camp. league (blank)		47097	7/27/2023	1,500.00
<b>Bennett, Dominic Total</b>					<b>1,500.00</b>
Beyer, Laurie Dee	Office Furniture (blank)		47495	7/25/2023	300.00
<b>Beyer, Laurie Dee Total</b>					<b>300.00</b>
Bierbaum, John	Raffle items (blank)		47132	8/15/2023	129.48
<b>Bierbaum, John Total</b>					<b>129.48</b>
Birkey'S Farm Store	P51178 2400237		255445	8/2/2023	38.00
	W31567 2400237		255445	8/2/2023	761.27
<b>Birkey'S Farm Store Total</b>					<b>799.27</b>
Blaum, Melissa Marie	V80382204 (blank)		2804	8/14/2023	25.00
<b>Blaum, Melissa Marie Total</b>					<b>25.00</b>
Bloodworth, Bryan A.	V21741152 (blank)		15031	8/15/2023	100.00
	V1747308 (blank)		6540	8/9/2023	100.00
<b>Bloodworth, Bryan A. Total</b>					<b>200.00</b>
Bloomington High School	V196998 (blank)		126760	8/11/2023	275.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bloomington High School	V346109	(blank)	126760	8/11/2023	175.00
	V429510	(blank)	126760	8/11/2023	150.00
<b>Bloomington High School Total</b>					<b>600.00</b>
Blue Cross Blue Shield Of Illinois	3.83166E+11	(blank)	0	8/8/2023	319,311.36
	7.60679E+11	(blank)	0	8/8/2023	86,249.71
	3.8316E+11	(blank)	0	8/1/2023	670,798.47
	3.83161E+11	(blank)	0	7/25/2023	402,757.51
<b>Blue Cross Blue Shield Of Illinois Total</b>					<b>1,479,117.05</b>
Blue Springs, Inc.	46060	(blank)	22020	8/8/2023	45.00
<b>Blue Springs, Inc. Total</b>					<b>45.00</b>
Bowling, Justin	V28475296	(blank)	15010	8/8/2023	100.00
<b>Bowling, Justin Total</b>					<b>100.00</b>
Bradfield'S Computer Supply	564298	2400041	255446	8/2/2023	38,640.00
<b>Bradfield'S Computer Supply Total</b>					<b>38,640.00</b>
Broadbear, James Thomas	V17548815	(blank)	24770	8/15/2023	100.00
	V4183231	(blank)	6560	8/15/2023	50.00
	V86727670	(blank)	6541	8/9/2023	100.00
<b>Broadbear, James Thomas Total</b>					<b>250.00</b>
Brown, Dayna Robyn	MILES202304-06	(blank)	255435	8/2/2023	90.39
	REMB20230703	2400216	255447	8/2/2023	139.33
<b>Brown, Dayna Robyn Total</b>					<b>229.72</b>
Bsn Sports	921916101	(blank)	47538	8/11/2023	1,166.66
	922185263	(blank)	47538	8/11/2023	556.43
	922309040	(blank)	47121	8/10/2023	194.59
	10149350	2400032	255448	8/2/2023	1,213.21
	9451619	2400043	255448	8/2/2023	19,947.54
<b>Bsn Sports Total</b>					<b>23,078.43</b>
Bultemeier, William	V53961640	(blank)	6561	8/15/2023	100.00
<b>Bultemeier, William Total</b>					<b>100.00</b>
Bumbalough, Ginger	V75792054	(blank)	47112	8/3/2023	30.00
<b>Bumbalough, Ginger Total</b>					<b>30.00</b>
Burris Equipment	PS3013711-1	2400242	255449	8/2/2023	3,448.99
<b>Burris Equipment Total</b>					<b>3,448.99</b>
Burton, John E	CLOTHING2324	2400254	255450	8/2/2023	188.22
<b>Burton, John E Total</b>					<b>188.22</b>
Cary, Delilah	Cheer refund	(blank)	47133	8/15/2023	190.00
<b>Cary, Delilah Total</b>					<b>190.00</b>
Casey'S Garden Center	V22862185	(blank)	7237	8/14/2023	100.00
	V66061355	(blank)	2768	8/8/2023	55.00
	V85492196	(blank)	7235	8/4/2023	130.00
<b>Casey'S Garden Center Total</b>					<b>285.00</b>
Ccmc Solutions, Ll.c.	723171	(blank)	22016	8/2/2023	500.00
<b>Ccmc Solutions, Ll.c. Total</b>					<b>500.00</b>
Central Catholic High School	V835279	(blank)	126761	8/11/2023	250.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
<b>Central Catholic High School Total</b>					<b>250.00</b>	
Central Junior High School	V81294286	(blank)	24754	8/11/2023	-	
	V51883684	(blank)	6553	8/14/2023	150.00	
	V8215035	(blank)	24762	8/11/2023	150.00	
<b>Central Junior High School Total</b>					<b>300.00</b>	
Champaign Central High School	V904810	(blank)	126762	8/11/2023	200.00	
<b>Champaign Central High School Total</b>					<b>200.00</b>	
Changing Seasons Lawn & Landscaping, Inc		21224 (blank)	47511	8/3/2023	360.00	
<b>Changing Seasons Lawn &amp; Landscaping, Inc Total</b>					<b>360.00</b>	
City Of Bloomington - Utilities		888783	2400011	255428	8/2/2023	253.67
		891130	2400011	255428	8/2/2023	579.76
		891734	2400011	255428	8/2/2023	605.86
		892037	2400011	255428	8/2/2023	677.55
<b>City Of Bloomington - Utilities Total</b>					<b>2,116.84</b>	
Clean The Uniform Company		32192038	2400201	255451	8/2/2023	66.64
		32188758	2400201	255451	8/2/2023	66.64
<b>Clean The Uniform Company Total</b>					<b>133.28</b>	
Codron, Angela R	General supplies	(blank)	47122	8/10/2023	744.04	
<b>Codron, Angela R Total</b>					<b>744.04</b>	
Cohen, Joshua Michael	Soccer camps	(blank)	47098	7/27/2023	500.00	
<b>Cohen, Joshua Michael Total</b>					<b>500.00</b>	
Commerce Bank - Commercial Cards	RICH-0715-20230717		2400335	0	8/4/2023	1,247.79
	MART-4494-20230717		2400295	0	8/4/2023	567.37
	ZBRO-7828-20230717		2400270	0	8/4/2023	3,782.96
	KEAR-7294-20230717		2400327	0	8/4/2023	652.82
	CODR-4075-20230717		2400198	0	8/4/2023	1,254.11
	TEMP-5124-20230717		2400334	0	8/4/2023	1,140.78
	JOHN-5504-20230717		2400339	0	8/4/2023	647.71
	STAN-4051-20230717.1		2400208	0	8/4/2023	649.55
	ADEL-7777-20230717		2400362	0	8/4/2023	5,257.41
	REWE-0094-20230717		2400274	0	8/4/2023	3,740.70
	STAN-4051-20230717		2400213	0	8/4/2023	10,724.40
	WILK-8923-20230717		2400366	0	8/4/2023	728.59
	KEND-6613-20230717		2400204	0	8/4/2023	91.92
	BROW-3472-20230717		2400222	0	8/4/2023	208.95
	HILL-5932-20230717		2400244	0	8/4/2023	1,297.15
	SHEL-8505-20230717		2400275	0	8/4/2023	4,358.13
	BACK-9856-20230717.		2400210	0	8/4/2023	892.26
	WEBB-7756-20230717		2400218	0	8/4/2023	58.42
	BACK-9856-20230717		2400209	0	8/4/2023	280.64
	LAMB-7537-20230717		2400221	0	8/4/2023	409.59
	CHAP-8793-20230717		2400236	0	8/4/2023	25,756.61
	LAMB-1341-20230717		2400251	0	8/4/2023	9,647.89
	STAN-4051-20230717.		2400262	0	8/4/2023	10,486.88
PENN-4743-20230717		2400206	0	8/4/2023	4,792.39	
BALD-7884-20230717		(blank)	0	8/4/2023	(230.00)	
<b>Commerce Bank - Commercial Cards Total</b>					<b>88,445.02</b>	
Connect Roasters, Inc.		2194 (blank)	47539	8/11/2023	490.00	
<b>Connect Roasters, Inc. Total</b>					<b>490.00</b>	

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Conrad, Karen	Meal, concession	(blank)	47099	7/27/2023	397.41
<b>Conrad, Karen Total</b>					<b>397.41</b>
Conrad, Nathan Samuel	Soccer camp	(blank)	47100	7/27/2023	250.00
<b>Conrad, Nathan Samuel Total</b>					<b>250.00</b>
Crescent Electric Supply Co	S511315333.001	2400235	255452	8/2/2023	3.39
<b>Crescent Electric Supply Co Total</b>					<b>3.39</b>
Csc Consulting Group	Q06142023	2400181	255453	8/2/2023	3,500.00
<b>Csc Consulting Group Total</b>					<b>3,500.00</b>
Cummings, Audelle B	V65607620	(blank)	15011	8/8/2023	100.00
<b>Cummings, Audelle B Total</b>					<b>100.00</b>
Daniels, Colleen	V37643664	(blank)	47113	8/3/2023	450.00
<b>Daniels, Colleen Total</b>					<b>450.00</b>
Davis, Jacob	Camps, supervision	(blank)	47101	7/27/2023	1,500.00
<b>Davis, Jacob Total</b>					<b>1,500.00</b>
Davis, Regina	CED58250	(blank)	47540	8/11/2023	150.00
<b>Davis, Regina Total</b>					<b>150.00</b>
Demco, Inc	7344270	(blank)	7239	8/15/2023	810.11
<b>Demco, Inc Total</b>					<b>810.11</b>
Department Of Treasury	V76961786	(blank)	7266	7/31/2023	7,290.00
<b>Department Of Treasury Total</b>					<b>7,290.00</b>
Diederich, Edward	V70129546	(blank)	6562	8/15/2023	100.00
<b>Diederich, Edward Total</b>					<b>100.00</b>
Doe, Heidi	V70446473	(blank)	47114	8/3/2023	66.00
<b>Doe, Heidi Total</b>					<b>66.00</b>
Dollardays International, Inc.	2940762	(blank)	47496	7/25/2023	546.70
<b>Dollardays International, Inc. Total</b>					<b>546.70</b>
Don Owen Tire Service, Inc	320416	2400230	255454	8/2/2023	27.15
	320284	2400230	255454	8/2/2023	300.00
	320242	2400230	255454	8/2/2023	548.00
<b>Don Owen Tire Service, Inc Total</b>					<b>875.15</b>
Donald, Ray	V20681008	(blank)	6558	8/14/2023	100.00
	V27401941	(blank)	6563	8/15/2023	50.00
	V55629293	(blank)	15015	8/10/2023	150.00
	V81926982	(blank)	6542	8/9/2023	100.00
<b>Donald, Ray Total</b>					<b>400.00</b>
Doty, Ashton C	V33738643	(blank)	24746	8/9/2023	812.49
<b>Doty, Ashton C Total</b>					<b>812.49</b>
Double Play Hitting & Pitching Fac.,Llc	232	(blank)	15016	8/10/2023	190.00
<b>Double Play Hitting &amp; Pitching Fac.,Llc Total</b>					<b>190.00</b>
Dreambox Learning, Inc.	DB0822102659	2400183	255455	8/2/2023	3,478.00
<b>Dreambox Learning, Inc. Total</b>					<b>3,478.00</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Dunlap Middle School	V7129957	(blank)	15029	8/14/2023	200.00	
	V4551385	(blank)	24755	8/11/2023	200.00	
<b>Dunlap Middle School Total</b>					<b>400.00</b>	
East Peoria Hs	V521279	(blank)	126763	8/11/2023	160.00	
<b>East Peoria Hs Total</b>					<b>160.00</b>	
Eastview Christian Church	V38526539	(blank)	24756	8/11/2023	150.00	
<b>Eastview Christian Church Total</b>					<b>150.00</b>	
Edwards, Sarah Lynn	V724772	(blank)	5116	8/11/2023	511.97	
<b>Edwards, Sarah Lynn Total</b>					<b>511.97</b>	
Edwardsville High School	V14367	(blank)	126764	8/11/2023	490.00	
<b>Edwardsville High School Total</b>					<b>490.00</b>	
El Paso - Gridley Cusd #11	V7431679	(blank)	6554	8/14/2023	150.00	
<b>El Paso - Gridley Cusd #11 Total</b>					<b>150.00</b>	
Emberson, Matthew David	REMB202321	(blank)	255436	8/2/2023	3,000.00	
<b>Emberson, Matthew David Total</b>					<b>3,000.00</b>	
Embrace Education		14256	2400288	255456	8/2/2023	5,374.28
		13389	2400174	255456	8/2/2023	31,030.00
<b>Embrace Education Total</b>					<b>36,404.28</b>	
Emmert, Barbara	V543590	(blank)	5052	8/15/2023	33.88	
<b>Emmert, Barbara Total</b>					<b>33.88</b>	
Engler Callaway Baasten & Sraga, Llc		31928	2400176	255457	8/2/2023	100.00
<b>Engler Callaway Baasten &amp; Sraga, Llc Total</b>					<b>100.00</b>	
Ervin, Jonathon Clark	V53487702	(blank)	22021	8/8/2023	100.00	
	V73839160	(blank)	6543	8/9/2023	100.00	
<b>Ervin, Jonathon Clark Total</b>					<b>200.00</b>	
Esposito, Mark	V66308373	(blank)	6538	8/4/2023	47.96	
<b>Esposito, Mark Total</b>					<b>47.96</b>	
Evergreen Fs		34128915	2400286	255458	8/2/2023	603.75
<b>Evergreen Fs Total</b>					<b>603.75</b>	
Fastsigns	INV-41325	(blank)	15032	8/15/2023	513.89	
<b>Fastsigns Total</b>					<b>513.89</b>	
Feeney, Madison	VB Camp Counselor	(blank)	47497	7/25/2023	510.00	
<b>Feeney, Madison Total</b>					<b>510.00</b>	
Feeney, Sophia	VB Camp Counselor	(blank)	47498	7/25/2023	510.00	
<b>Feeney, Sophia Total</b>					<b>510.00</b>	
Fincham, Nathan C	Water, snacks	(blank)	47102	7/27/2023	60.82	
<b>Fincham, Nathan C Total</b>					<b>60.82</b>	
Finck, Nick	V61088251	(blank)	6544	8/9/2023	100.00	
	V2434507	(blank)	24731	8/4/2023	-	
<b>Finck, Nick Total</b>					<b>100.00</b>	
Findley, Sondra Leigh	Girls BBall Camp	(blank)	47521	8/9/2023	700.00	

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Findley, Sondra Leigh Total</b>					<b>700.00</b>
Fitzgerald, Kelly	V4773198	(blank)	47115	8/3/2023	66.00
<b>Fitzgerald, Kelly Total</b>					<b>66.00</b>
Five Star Water	V13838900	(blank)	22030	8/14/2023	10.00
	V33288871	(blank)	6352	8/8/2023	102.25
	V77258910	(blank)	7236	8/4/2023	56.66
	V87284510	(blank)	22014	7/31/2023	20.16
<b>Five Star Water Total</b>					<b>189.07</b>
Flaherty, Sean	V9346977	(blank)	15017	8/10/2023	150.00
	V31425129	(blank)	15026	8/11/2023	100.00
	V38099217	(blank)	24735	8/7/2023	100.00
	V63718293	(blank)	24739	8/7/2023	50.00
	V12777808	(blank)	24732	8/4/2023	-
	V94460686	(blank)	6536	8/2/2023	100.00
<b>Flaherty, Sean Total</b>					<b>500.00</b>
Follett Content Solutions, Llc	707862F	2400179	255459	8/2/2023	494.46
<b>Follett Content Solutions, Llc Total</b>					<b>494.46</b>
Foster, Nathan C	Summer expenses	(blank)	47499	7/25/2023	1,243.59
<b>Foster, Nathan C Total</b>					<b>1,243.59</b>
Fox Anvick, Caroline	IMC supplies	(blank)	47541	8/11/2023	97.65
<b>Fox Anvick, Caroline Total</b>					<b>97.65</b>
Frontier	V782370	2400007	255429	8/2/2023	424.85
	V498861	2400007	255429	8/2/2023	4,288.81
<b>Frontier Total</b>					<b>4,713.66</b>
Fs Custom Turf	34013265	(blank)	47522	8/9/2023	254.25
	45117	(blank)	47500	7/25/2023	793.44
	34128914	2400045	255460	8/2/2023	7,647.50
<b>Fs Custom Turf Total</b>					<b>8,695.19</b>
Further	40693737	(blank)	0	8/2/2023	21,866.77
	V40138777	(blank)	0	8/1/2023	4,242.74
	40686264	(blank)	0	7/26/2023	11,682.70
	V14451748	(blank)	0	7/20/2023	4,242.74
	16563621	(blank)	0	7/21/2023	2,277.50
<b>Further Total</b>					<b>44,312.45</b>
Game Time	PJI-0210753	2400245	255461	8/2/2023	925.72
<b>Game Time Total</b>					<b>925.72</b>
Geier, Mark	VB Camp Counselor	(blank)	47501	7/25/2023	700.00
<b>Geier, Mark Total</b>					<b>700.00</b>
Gerard, Raymond Jr.	Addtl Camp	(blank)	47523	8/9/2023	120.00
	Summer camp coach	(blank)	47502	7/25/2023	200.00
<b>Gerard, Raymond Jr. Total</b>					<b>320.00</b>
Ghr Engineers And Associates, Inc.	29287	2400282	255462	8/2/2023	1,515.81
<b>Ghr Engineers And Associates, Inc. Total</b>					<b>1,515.81</b>
Giermann, Jennifer	IACAC Annual	(blank)	47542	8/11/2023	80.00
<b>Giermann, Jennifer Total</b>					<b>80.00</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

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Gillespie Jr, Delmar C.	23-24 DJ Dep	(blank)	47543	8/11/2023	230.00
<b>Gillespie Jr, Delmar C. Total</b>					<b>230.00</b>
Glatt, Michelle L	V61045668	(blank)	6551	8/11/2023	293.40
<b>Glatt, Michelle L Total</b>					<b>293.40</b>
Goodwin, Andrew	Summer Camp 2023	(blank)	47524	8/9/2023	500.00
<b>Goodwin, Andrew Total</b>					<b>500.00</b>
Gorczyca, Justin	Summer Camp	(blank)	47525	8/9/2023	270.00
<b>Gorczyca, Justin Total</b>					<b>270.00</b>
Gordon Food Service, Inc	228510603	2400264	255463	8/2/2023	11,994.21
<b>Gordon Food Service, Inc Total</b>					<b>11,994.21</b>
Gulf Shores High School	Tournament Entry	(blank)	47123	8/10/2023	400.00
	2024 Entry fee	(blank)	47544	8/11/2023	400.00
<b>Gulf Shores High School Total</b>					<b>800.00</b>
Hafermann, Taylor	V50894657	(blank)	47116	8/3/2023	110.00
<b>Hafermann, Taylor Total</b>					<b>110.00</b>
Harris, Elizabeth Rae	Supplies	(blank)	47512	8/3/2023	1,636.33
	REMB202306	(blank)	255437	8/2/2023	856.00
	45113	(blank)	47512	8/3/2023	941.77
	Isu Cow Ropes Course	(blank)	47512	8/3/2023	300.00
	Leadership/retreat	(blank)	47512	8/3/2023	82.12
<b>Harris, Elizabeth Rae Total</b>					<b>3,816.22</b>
Hassel, Steve	Ball Carts	(blank)	47526	8/9/2023	780.78
<b>Hassel, Steve Total</b>					<b>780.78</b>
Health Alliance Medical Plans	00366-013	2400212	255464	8/2/2023	93,939.00
<b>Health Alliance Medical Plans Total</b>					<b>93,939.00</b>
Heidemann, Elizabeth Anne	V89774657	(blank)	15030	8/14/2023	99.99
<b>Heidemann, Elizabeth Anne Total</b>					<b>99.99</b>
Heller Ford	461460/1	2400252	255465	8/2/2023	2,819.05
<b>Heller Ford Total</b>					<b>2,819.05</b>
Hendricks, Carly E	V80489415	(blank)	2805	8/14/2023	50.00
<b>Hendricks, Carly E Total</b>					<b>50.00</b>
Hill Radio	2023-17326	2400283	255466	8/2/2023	90.00
<b>Hill Radio Total</b>					<b>90.00</b>
Hoke, Ryan	V95927840	(blank)	24747	8/9/2023	43.82
<b>Hoke, Ryan Total</b>					<b>43.82</b>
Holland, Anita	V50641296	(blank)	15022	8/10/2023	12.00
	V63593900	(blank)	15022	8/10/2023	55.22
	V66168524	(blank)	15022	8/10/2023	56.07
	V63851548	(blank)	15008	8/4/2023	170.14
<b>Holland, Anita Total</b>					<b>293.43</b>
Hougas, Robert David	V67056466	(blank)	15023	8/10/2023	100.00
	V49627057	(blank)	22015	7/31/2023	100.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hougas, Robert David	V19265985	(blank)	15012	8/8/2023	100.00
<b>Hougas, Robert David Total</b>					<b>300.00</b>
Huels, Thomas A.	V16886448	(blank)	24771	8/15/2023	200.00
<b>Huels, Thomas A. Total</b>					<b>200.00</b>
Hurie, Jefferson	V47031541	(blank)	24763	8/11/2023	150.00
	V78195485	(blank)	6545	8/9/2023	100.00
<b>Hurie, Jefferson Total</b>					<b>250.00</b>
IADA	23-24 Dues	(blank)	47545	8/11/2023	130.00
<b>IADA Total</b>					<b>130.00</b>
IASC - II Assoc Student Council	2023-2024	(blank)	47513	8/3/2023	75.00
	Normal West - dues	(blank)	47117	8/3/2023	75.00
<b>IASC - II Assoc Student Council Total</b>					<b>150.00</b>
IESA Illinois Elementary School Asn	V87730898	(blank)	22018	8/7/2023	80.00
<b>IESA Illinois Elementary School Asn Total</b>					<b>80.00</b>
Illinois Basketball Coaches Association	Advertisement	(blank)	47124	8/10/2023	169.95
<b>Illinois Basketball Coaches Association Total</b>					<b>169.95</b>
Illinois Fbla		50694 (blank)	47503	7/25/2023	675.00
<b>Illinois Fbla Total</b>					<b>675.00</b>
Illinois High School Association	IHSA 4A Gate	(blank)	47546	8/11/2023	350.00
<b>Illinois High School Association Total</b>					<b>350.00</b>
Illinois Oil Marketing Equipment, I		41081 2400293	255467	8/2/2023	1,587.44
		41148 2400293	255467	8/2/2023	733.00
<b>Illinois Oil Marketing Equipment, I Total</b>					<b>2,320.44</b>
Interstate All Battery Center		1.9004E+12 2400211	255468	8/2/2023	22.50
<b>Interstate All Battery Center Total</b>					<b>22.50</b>
Inter-State Studio	V32408796	(blank)	24748	8/9/2023	2,240.00
<b>Inter-State Studio Total</b>					<b>2,240.00</b>
J & L Morris		10092 2400231	255469	8/2/2023	9,500.00
<b>J &amp; L Morris Total</b>					<b>9,500.00</b>
J.W. Pepper & Son, Inc.		365403909 (blank)	47504	7/25/2023	40.99
<b>J.W. Pepper &amp; Son, Inc. Total</b>					<b>40.99</b>
Jackson, Roxana	V58170524	(blank)	15024	8/10/2023	35.00
<b>Jackson, Roxana Total</b>					<b>35.00</b>
Jacobs High School	V372881	(blank)	126765	8/11/2023	100.00
<b>Jacobs High School Total</b>					<b>100.00</b>
Jerome, Ruth H	V111507	(blank)	6531	7/28/2023	8.70
<b>Jerome, Ruth H Total</b>					<b>8.70</b>
Jg Stewart Contractors, Inc		5212 2400280	255470	8/2/2023	9,740.00
<b>Jg Stewart Contractors, Inc Total</b>					<b>9,740.00</b>
Johnson Controls Fire Protection Lp		41660499 2400285	255471	8/2/2023	151,637.97
		41645332 2400276	255471	8/2/2023	207,009.41

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Johnson Controls Fire Protection Lp Total</b>					<b>358,647.38</b>
Johnson, Jeremiah Lee	V78430828	(blank)	22031	8/14/2023	50.00
<b>Johnson, Jeremiah Lee Total</b>					<b>50.00</b>
Kafer, Tori	V28472866	(blank)	7238	8/14/2023	290.00
<b>Kafer, Tori Total</b>					<b>290.00</b>
Kearfott, Nicolas	NIAAA National Conf	(blank)	47505	7/25/2023	295.00
<b>Kearfott, Nicolas Total</b>					<b>295.00</b>
Keller Kustoms Inc.	INV 4809	(blank)	47547	8/11/2023	1,130.82
<b>Keller Kustoms Inc. Total</b>					<b>1,130.82</b>
Kelley Lett, Dawn Marie	V55935623	(blank)	6552	8/11/2023	1,312.73
<b>Kelley Lett, Dawn Marie Total</b>					<b>1,312.73</b>
Ken'S Oil Service, Inc.	103314	2400304	255472	8/2/2023	3,042.79
	303687	2400305	255472	8/2/2023	430.20
	303870	2400305	255472	8/2/2023	22,423.21
	303485	2400305	255472	8/2/2023	2,353.60
	96192	2400304	255472	8/2/2023	2,211.45
	302846	2400305	255472	8/2/2023	2,747.25
	302926REV	2400305	255472	8/2/2023	2,195.39
<b>Ken'S Oil Service, Inc. Total</b>					<b>39,124.62</b>
Kepuraitis, Alec James	V98116309	(blank)	6555	8/14/2023	390.00
<b>Kepuraitis, Alec James Total</b>					<b>390.00</b>
Kingsley Junior High School	V28855889	(blank)	15027	8/14/2023	100.00
	V55828131	(blank)	15027	8/14/2023	100.00
	V20600155	(blank)	24757	8/11/2023	150.00
	V61482196	(blank)	15004	8/1/2023	100.00
	V67037323	(blank)	15005	8/1/2023	100.00
<b>Kingsley Junior High School Total</b>					<b>550.00</b>
Knapp, Brenda	V19979307	(blank)	22032	8/14/2023	125.00
	V12068380	(blank)	22022	8/8/2023	100.00
<b>Knapp, Brenda Total</b>					<b>225.00</b>
Knepler, Julia	V743297	(blank)	5053	8/15/2023	33.00
	V734279	(blank)	5053	8/15/2023	15.00
<b>Knepler, Julia Total</b>					<b>48.00</b>
Knox, Samuel H.	V20334935	(blank)	6559	8/14/2023	100.00
	V24913480	(blank)	22033	8/14/2023	50.00
	V24544674	(blank)	22023	8/8/2023	50.00
	V3376694	(blank)	22033	8/14/2023	50.00
<b>Knox, Samuel H. Total</b>					<b>250.00</b>
Konopasek, Christine Marie	Bandanas	(blank)	47506	7/25/2023	44.55
	Camp Snacks/Treats	(blank)	47506	7/25/2023	163.11
<b>Konopasek, Christine Marie Total</b>					<b>207.66</b>
Kraft, Mackenzie	V392828	2400197	255473	8/2/2023	800.00
<b>Kraft, Mackenzie Total</b>					<b>800.00</b>
Lakeshore Learning Materials	887434	2400224	255474	8/2/2023	113.05

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Lakeshore Learning Materials	8.87434E+11	2400224	255474	8/2/2023	673.67
<b>Lakeshore Learning Materials Total</b>					<b>786.72</b>
Lampert, Jackie	Athletic Train Camp	(blank)	47548	8/11/2023	690.00
<b>Lampert, Jackie Total</b>					<b>690.00</b>
Legett, William John	V96893810	(blank)	24764	8/11/2023	150.00
<b>Legett, William John Total</b>					<b>150.00</b>
Lenz, Andrea Lynn	V48472749	(blank)	2806	8/14/2023	802.00
<b>Lenz, Andrea Lynn Total</b>					<b>802.00</b>
Lester, Jackson	Summer Camp 2023	(blank)	47527	8/9/2023	500.00
<b>Lester, Jackson Total</b>					<b>500.00</b>
Limestone Community H.S.	V382152	(blank)	126766	8/11/2023	250.00
<b>Limestone Community H.S. Total</b>					<b>250.00</b>
Linde Gas & Equipment Inc.	35491081	2400243	255475	8/2/2023	140.05
	35491732	2400248	255475	8/2/2023	238.80
<b>Linde Gas &amp; Equipment Inc. Total</b>					<b>378.85</b>
Logue, Dylan	Summer Camp	(blank)	47528	8/9/2023	500.00
<b>Logue, Dylan Total</b>					<b>500.00</b>
Luginbuhl, Benjamin	ILMEA Membership	(blank)	47507	7/25/2023	75.00
<b>Luginbuhl, Benjamin Total</b>					<b>75.00</b>
Mahomet Seymour Junior High	V63382802	(blank)	24758	8/11/2023	150.00
<b>Mahomet Seymour Junior High Total</b>					<b>150.00</b>
Marks, Courtney Pharms	V7993510	(blank)	24765	8/11/2023	1,583.82
<b>Marks, Courtney Pharms Total</b>					<b>1,583.82</b>
Mason, Keith	V82206001	(blank)	24768	8/14/2023	100.00
<b>Mason, Keith Total</b>					<b>100.00</b>
Mattocks, Kimberly	V74749407	(blank)	15033	8/15/2023	34.44
<b>Mattocks, Kimberly Total</b>					<b>34.44</b>
Mc Farland, Lee Edward	Summer Camp 2023	(blank)	47529	8/9/2023	500.00
<b>Mc Farland, Lee Edward Total</b>					<b>500.00</b>
Mcclure, Courtney	lunch for registrati	(blank)	47549	8/11/2023	296.56
	Back to School 2023	(blank)	47549	8/11/2023	123.00
<b>Mcclure, Courtney Total</b>					<b>419.56</b>
McLean County Asphalt Co, Inc	72521	2400246	255476	8/2/2023	750.54
	73072	2400279	255476	8/2/2023	496.00
	72965	2400279	255476	8/2/2023	12,239.00
<b>McLean County Asphalt Co, Inc Total</b>					<b>13,485.54</b>
McLean-Dewitt Regional Vocational S	V51021	2400309	255477	8/2/2023	24,089.60
<b>McLean-Dewitt Regional Vocational S Total</b>					<b>24,089.60</b>
Merrill, Christopher P	V74081508	(blank)	22024	8/8/2023	100.00
<b>Merrill, Christopher P Total</b>					<b>100.00</b>
Messina, Christopher	Summer Camp 2023	(blank)	47530	8/9/2023	800.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Messina, Christopher Total</b>					<b>800.00</b>
Metamora High School	V869203	(blank)	126767	8/11/2023	125.00
<b>Metamora High School Total</b>					<b>125.00</b>
Midamerican Energy	11848846	2400002	255430	8/2/2023	54,652.94
<b>Midamerican Energy Total</b>					<b>54,652.94</b>
Midwest Construction Rentals	190423-1	2400193	255478	8/2/2023	35,900.00
<b>Midwest Construction Rentals Total</b>					<b>35,900.00</b>
Midwest Equipment li	677597	2400173	255479	8/2/2023	16,892.60
	676013	2400247	255479	8/2/2023	11.99
<b>Midwest Equipment li Total</b>					<b>16,904.59</b>
Midwest Lacrosse Officials, Llc	V62221	(blank)	126768	8/11/2023	221.73
<b>Midwest Lacrosse Officials, Llc Total</b>					<b>221.73</b>
Miller Janitor Supply Co.	111452	2400250	255480	8/2/2023	3,953.31
<b>Miller Janitor Supply Co. Total</b>					<b>3,953.31</b>
Minerva Promotions	S97510	(blank)	47125	8/10/2023	500.00
<b>Minerva Promotions Total</b>					<b>500.00</b>
Moore, Janet Lynne	U5-01	2400263	255481	8/2/2023	3,200.00
<b>Moore, Janet Lynne Total</b>					<b>3,200.00</b>
Morey, Joseph	V72401197	(blank)	22034	8/14/2023	100.00
<b>Morey, Joseph Total</b>					<b>100.00</b>
Morton High School	V519906	(blank)	126769	8/11/2023	175.00
<b>Morton High School Total</b>					<b>175.00</b>
Mosyle Corporation	V124622	2400257	255482	8/2/2023	1,787.50
<b>Mosyle Corporation Total</b>					<b>1,787.50</b>
Mueller, Kelsey Rae	Pizza parent mtg	(blank)	47134	8/15/2023	650.69
	Coach lunch & appare	(blank)	47134	8/15/2023	550.85
	Camp supplies`	(blank)	47103	7/27/2023	432.16
<b>Mueller, Kelsey Rae Total</b>					<b>1,633.70</b>
N2Y, Llc	Q-125574	2400258	255483	8/2/2023	16,558.64
	Q-124247	2400259	255483	8/2/2023	899.99
<b>N2Y, Llc Total</b>					<b>17,458.63</b>
Neal, Robert G.	Summer Camp	(blank)	47550	8/11/2023	-
<b>Neal, Robert G. Total</b>					<b>-</b>
Neally, Mitch	Summer Camp	(blank)	47551	8/11/2023	300.00
<b>Neally, Mitch Total</b>					<b>300.00</b>
Nfinity Athletic Llc	303	(blank)	47126	8/10/2023	819.90
<b>Nfinity Athletic Llc Total</b>					<b>819.90</b>
Nicasio, Mariana	V15303856	(blank)	24744	8/9/2023	178.99
	V60942383	(blank)	24744	8/9/2023	186.93
<b>Nicasio, Mariana Total</b>					<b>365.92</b>
Nichols, Roger L	V81843633	(blank)	15018	8/10/2023	100.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Nichols, Roger L	V76767665	(blank)	24766	8/11/2023	100.00	
	V40748299	(blank)	15006	8/3/2023	100.00	
<b>Nichols, Roger L Total</b>					<b>300.00</b>	
Nicor Gas	V932023	2400005	255431	8/2/2023	587.13	
	V135803	2400005	255431	8/2/2023	320.53	
	V832937	2400005	255431	8/2/2023	241.02	
<b>Nicor Gas Total</b>					<b>1,148.68</b>	
Normal West High School	V411846	(blank)	126770	8/11/2023	800.00	
<b>Normal West High School Total</b>					<b>800.00</b>	
O'Fallon Township High School	V221981	(blank)	126771	8/11/2023	225.00	
<b>O'Fallon Township High School Total</b>					<b>225.00</b>	
Osf Occupational Health	00176927-00	2400284	255484	8/2/2023	1,490.00	
	00170191-00	2400284	255484	8/2/2023	863.34	
<b>Osf Occupational Health Total</b>					<b>2,353.34</b>	
Owen Tire & Auto		248560	2400241	255485	8/2/2023	272.10
<b>Owen Tire &amp; Auto Total</b>					<b>272.10</b>	
Oxart, Aimee	V16763294	(blank)	22025	8/8/2023	99.00	
<b>Oxart, Aimee Total</b>					<b>99.00</b>	
Pacey, Patricia Arlene	V830761	(blank)	5117	8/11/2023	163.14	
<b>Pacey, Patricia Arlene Total</b>					<b>163.14</b>	
Paddock, Charles	V40414197	(blank)	15019	8/10/2023	100.00	
<b>Paddock, Charles Total</b>					<b>100.00</b>	
Palmer, Elisa L	V33228065	(blank)	15028	8/14/2023	93.00	
<b>Palmer, Elisa L Total</b>					<b>93.00</b>	
Papa John'S Pizza 1	V11687289	(blank)	24753	8/10/2023	82.81	
	V59586430	(blank)	22017	8/2/2023	31.96	
<b>Papa John'S Pizza 1 Total</b>					<b>114.77</b>	
Parke Regency Hotel & Conference Center	2024 Prom Dep	(blank)	47552	8/11/2023	500.00	
<b>Parke Regency Hotel &amp; Conference Center Total</b>					<b>500.00</b>	
Parkside Junior High School	V74107894	(blank)	6556	8/14/2023	200.00	
	V32725286	(blank)	24759	8/11/2023	225.00	
	V63866167	(blank)	22035	8/14/2023	250.00	
	V10003520	(blank)	22026	8/8/2023	200.00	
	V61092000	(blank)	22026	8/8/2023	200.00	
	V64427626	(blank)	22026	8/8/2023	275.00	
	V87027223	(blank)	22026	8/8/2023	450.00	
<b>Parkside Junior High School Total</b>					<b>1,800.00</b>	
Pendleton, Tara D	124339-0	(blank)	47514	8/3/2023	1,162.80	
		8530 (blank)	47508	7/25/2023	2,283.87	
<b>Pendleton, Tara D Total</b>					<b>3,446.67</b>	
Peoria Area Soccer Officials Association	V336768	(blank)	126772	8/11/2023	175.00	
<b>Peoria Area Soccer Officials Association Total</b>					<b>175.00</b>	
Peoria Charter Coach Company		16020 (blank)	47509	7/25/2023	233.00	
<b>Peoria Charter Coach Company Total</b>					<b>233.00</b>	

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Peterson, Anna Elizabeth	reimburse	(blank)	47135	8/15/2023	75.00
	Supplies for cheer	(blank)	47104	7/27/2023	137.96
<b>Peterson, Anna Elizabeth Total</b>					<b>212.96</b>
Philadelphia Insurance Co	2005908707	2400215	255486	8/2/2023	3,197.00
<b>Philadelphia Insurance Co Total</b>					<b>3,197.00</b>
Pickett, Martin R	338596	(blank)	47515	8/3/2023	800.00
<b>Pickett, Martin R Total</b>					<b>800.00</b>
Plainfield North High School	V362257	(blank)	126773	8/11/2023	300.00
<b>Plainfield North High School Total</b>					<b>300.00</b>
Plangger, Jake Tobias	V29201719	(blank)	22036	8/14/2023	100.00
	V36340587	(blank)	6564	8/15/2023	50.00
	V80165111	(blank)	22036	8/14/2023	50.00
	V62888131	(blank)	15013	8/8/2023	100.00
<b>Plangger, Jake Tobias Total</b>					<b>300.00</b>
Porta Phone Co., Inc.	23PP3584QT	(blank)	47136	8/15/2023	6,012.43
<b>Porta Phone Co., Inc. Total</b>					<b>6,012.43</b>
Powell, Mark L	CLOTHING2324	2400253	255487	8/2/2023	192.13
<b>Powell, Mark L Total</b>					<b>192.13</b>
Prairie Farms Dairy Inc	45078	2400267	255488	8/2/2023	2,892.54
<b>Prairie Farms Dairy Inc Total</b>					<b>2,892.54</b>
Prairie Land Golf Cars	03-32286	(blank)	47127	8/10/2023	334.38
<b>Prairie Land Golf Cars Total</b>					<b>334.38</b>
Price, Olivia Isabelle	Summer Camp	(blank)	47531	8/9/2023	180.00
<b>Price, Olivia Isabelle Total</b>					<b>180.00</b>
Pulse Fx, Llc	637	(blank)	47128	8/10/2023	899.00
<b>Pulse Fx, Llc Total</b>					<b>899.00</b>
Puritan Springs	V899517	(blank)	5118	8/11/2023	11.50
	1709286, 260,1274737	(blank)	47118	8/3/2023	35.50
<b>Puritan Springs Total</b>					<b>47.00</b>
Quill Corporation	33422753	(blank)	47105	7/27/2023	170.18
<b>Quill Corporation Total</b>					<b>170.18</b>
Read Naturally	Q212879	2400182	255489	8/2/2023	2,470.00
<b>Read Naturally Total</b>					<b>2,470.00</b>
Read'S Sporting Goods	V15496689	(blank)	24749	8/9/2023	2,998.60
	V57946479	(blank)	24749	8/9/2023	648.00
	V79261827	(blank)	6539	8/4/2023	427.00
<b>Read'S Sporting Goods Total</b>					<b>4,073.60</b>
Rebel Athletic	V75951960	(blank)	24750	8/9/2023	1,497.60
	V78810792	(blank)	6546	8/9/2023	1,817.37
	22274351	(blank)	47516	8/3/2023	269.99
<b>Rebel Athletic Total</b>					<b>3,584.96</b>
Regents Of The University Of Colorado	1014	2400271	255490	8/2/2023	5,400.00

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Regents Of The University Of Colorado Total</b>					<b>5,400.00</b>
Regional Office Of Education #17	1002400081	2400188	255491	8/2/2023	50.00
<b>Regional Office Of Education #17 Total</b>					<b>50.00</b>
Republic Services - #368	0368-001071855	2400093	255492	8/2/2023	7,003.64
	0368-001069056.	2400238	255492	8/2/2023	119.00
<b>Republic Services - #368 Total</b>					<b>7,122.64</b>
Reynolds, Catherine	V663585	(blank)	6532	7/28/2023	150.00
<b>Reynolds, Catherine Total</b>					<b>150.00</b>
Riveredge Hospital	44980	2400289	255493	8/2/2023	600.00
<b>Riveredge Hospital Total</b>					<b>600.00</b>
Ruehrdanz, Brad	Fresh FB Camp Coach	(blank)	47532	8/9/2023	500.00
<b>Ruehrdanz, Brad Total</b>					<b>500.00</b>
Rw Vandegraft	4571	2400281	255494	8/2/2023	8,482.00
	4572	2400281	255494	8/2/2023	6,272.00
<b>Rw Vandegraft Total</b>					<b>14,754.00</b>
Saint Mary'S College	Team Trip	(blank)	47553	8/11/2023	5,116.00
<b>Saint Mary'S College Total</b>					<b>5,116.00</b>
Sarco Hydraulics, Inc	72537	2400239	255495	8/2/2023	1,478.32
<b>Sarco Hydraulics, Inc Total</b>					<b>1,478.32</b>
Schaidle, Jacob	V46402480	(blank)	22037	8/14/2023	50.00
<b>Schaidle, Jacob Total</b>					<b>50.00</b>
School Health Corporation	V755504	(blank)	126774	8/11/2023	140.80
<b>School Health Corporation Total</b>					<b>140.80</b>
School Specialty	2.08132E+11	2400277	255496	8/2/2023	3,204.87
<b>School Specialty Total</b>					<b>3,204.87</b>
Schroeder, Latoya	V68887544	(blank)	6547	8/9/2023	651.94
<b>Schroeder, Latoya Total</b>					<b>651.94</b>
Secretary Of State	Filing fee	(blank)	47517	8/3/2023	15.00
<b>Secretary Of State Total</b>					<b>15.00</b>
Seibert, Thomas William	Summer Camp	(blank)	47533	8/9/2023	500.00
<b>Seibert, Thomas William Total</b>					<b>500.00</b>
Select Screen Prints	62459	(blank)	47137	8/15/2023	665.50
	V91435040	(blank)	2807	8/14/2023	910.50
	62383	(blank)	22019	8/7/2023	559.50
	V508678	(blank)	6533	7/28/2023	590.50
	62314	(blank)	47106	7/27/2023	71.50
	62128	(blank)	47510	7/25/2023	832.00
	62182/62183	2400265	255497	8/2/2023	5,361.00
<b>Select Screen Prints Total</b>					<b>8,990.50</b>
Senn, Owen Todd	Camps, supervision	(blank)	47107	7/27/2023	700.00
<b>Senn, Owen Todd Total</b>					<b>700.00</b>
Sherwin Williams Company	7381-5	2400203	255498	8/2/2023	257.97

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Sherwin Williams Company	6986/8	2400203	255498	8/2/2023	170.10
	6942-1	2400203	255498	8/2/2023	21.87
	6883-7	2400203	255498	8/2/2023	70.50
	6811-8	2400203	255498	8/2/2023	273.15
	6752-4	2400203	255498	8/2/2023	170.10
	7185-0	2400203	255498	8/2/2023	286.64
	6715-1	2400203	255498	8/2/2023	384.04
	7140-5	2400203	255498	8/2/2023	273.15
	6302-8	2400203	255498	8/2/2023	152.24
	6251-7	2400203	255498	8/2/2023	190.78
	3537-1	2400203	255498	8/2/2023	170.10
	8671/5	2400203	255498	8/2/2023	120.56
	8424-9	2400203	255498	8/2/2023	73.53
	6499-6	2400203	255498	8/2/2023	340.20
<b>Sherwin Williams Company Total</b>					<b>2,954.93</b>
Shickel, Tadd	V67932859	(blank)	24740	8/7/2023	50.00
	V9320670	(blank)	24733	8/4/2023	-
	V81143592	(blank)	24736	8/7/2023	100.00
	V43381506	(blank)	24729	8/3/2023	100.00
<b>Shickel, Tadd Total</b>					<b>250.00</b>
Shirt Tech		1020 (blank)	47518	8/3/2023	344.00
	V198238	(blank)	6534	7/28/2023	320.00
<b>Shirt Tech Total</b>					<b>664.00</b>
Snoeyink, Adeline Elise	Summer Camp	(blank)	47534	8/9/2023	180.00
<b>Snoeyink, Adeline Elise Total</b>					<b>180.00</b>
Social Express	McLean5_renew#se0620	2400184	255499	8/2/2023	1,860.00
<b>Social Express Total</b>					<b>1,860.00</b>
Specialized Education Of Illinois	INV168296	2400290	255500	8/2/2023	3,846.38
	INV168451	2400291	255500	8/2/2023	4,140.54
<b>Specialized Education Of Illinois Total</b>					<b>7,986.92</b>
Spitzzeri, Alfred A	V5429178	(blank)	22038	8/14/2023	50.00
	V20480138	(blank)	22038	8/14/2023	100.00
<b>Spitzzeri, Alfred A Total</b>					<b>150.00</b>
Sports Imports, INC.	QUO15972	(blank)	47138	8/15/2023	635.40
<b>Sports Imports, INC. Total</b>					<b>635.40</b>
Springwood, Cheryl	V61263002	(blank)	6548	8/9/2023	360.00
<b>Springwood, Cheryl Total</b>					<b>360.00</b>
Sprout, Jason	V47692412	(blank)	15020	8/10/2023	100.00
	V72305052	(blank)	22027	8/8/2023	100.00
	V80993478	(blank)	15007	8/3/2023	100.00
<b>Sprout, Jason Total</b>					<b>300.00</b>
Sronce, Stephen P.	V88899562	(blank)	22039	8/14/2023	50.00
	V69697360	(blank)	15009	8/8/2023	100.00
	V34800404	(blank)	6549	8/9/2023	100.00
<b>Sronce, Stephen P. Total</b>					<b>250.00</b>
St. Matthew Roman Catholic Congregation	V90064465	(blank)	6557	8/14/2023	150.00
<b>St. Matthew Roman Catholic Congregation Total</b>					<b>150.00</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Stauffer, Dennis William	CLOTHING2324	2400255	255501	8/2/2023	192.13
<b>Stauffer, Dennis William Total</b>					<b>192.13</b>
Stites, Daryl	V18354153	(blank)	24767	8/11/2023	100.00
<b>Stites, Daryl Total</b>					<b>100.00</b>
Subway	V28783905	(blank)	24741	8/7/2023	(149.50)
	V61734280	(blank)	24743	8/7/2023	(149.50)
	V62828515	(blank)	24741	8/7/2023	(149.50)
<b>Subway Total</b>					<b>(448.50)</b>
Subway Restaurant	V8768690	(blank)	24752	8/10/2023	240.50
	V28783905	(blank)	24741	8/7/2023	149.50
	V61734280	(blank)	24743	8/7/2023	149.50
	V62828515	(blank)	24741	8/7/2023	149.50
	V97368552	(blank)	24742	8/7/2023	149.50
<b>Subway Restaurant Total</b>					<b>838.50</b>
Swarts, Anthony L Jr	V3419846	(blank)	6537	8/2/2023	100.00
<b>Swarts, Anthony L Jr Total</b>					<b>100.00</b>
Syring, Randal	V83545974	(blank)	24769	8/14/2023	100.00
<b>Syring, Randal Total</b>					<b>100.00</b>
Taylor, Lyndell Scott	V43062011	(blank)	7234	8/3/2023	5.54
<b>Taylor, Lyndell Scott Total</b>					<b>5.54</b>
Team Automotive And Tire	7831460	2400240	255502	8/2/2023	98.48
	301168	2400299	255502	8/2/2023	40.00
	7831719	2400307	255502	8/2/2023	1,511.42
	7831564	2400298	255502	8/2/2023	336.80
	300872	2400299	255502	8/2/2023	40.00
	7831594	2400307	255502	8/2/2023	82.30
	100235	2400306	255502	8/2/2023	179.40
<b>Team Automotive And Tire Total</b>					<b>2,288.40</b>
Temples, Wesley G	AD doughnuts	(blank)	47139	8/15/2023	39.98
<b>Temples, Wesley G Total</b>					<b>39.98</b>
Texthelp Inc.	65837	2400185	255503	8/2/2023	36,578.30
<b>Texthelp Inc. Total</b>					<b>36,578.30</b>
The Bird Nest	V6707593	(blank)	2769	8/14/2023	480.50
<b>The Bird Nest Total</b>					<b>480.50</b>
T-Mobile	V692525	2400001	255432	8/2/2023	6,712.35
<b>T-Mobile Total</b>					<b>6,712.35</b>
Town Of Normal - Utility Billing	V229610	2400010	255433	8/2/2023	605.40
	58471-29783 0200	2400010	255433	8/2/2023	4.60
	9741-1642 2-35	2400010	255433	8/2/2023	203.26
<b>Town Of Normal - Utility Billing Total</b>					<b>813.26</b>
Triezenberg, Thomas N	V43704158	(blank)	15014	8/9/2023	735.01
<b>Triezenberg, Thomas N Total</b>					<b>735.01</b>
Tripp, Daniel R	V32887606	(blank)	24745	8/9/2023	223.57
	V67399926	(blank)	24745	8/9/2023	65.00
<b>Tripp, Daniel R Total</b>					<b>288.57</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Van Dolah, James D	V19847543	(blank)	22040	8/14/2023	100.00
	V88381626	(blank)	6565	8/15/2023	50.00
	V43398264	(blank)	22028	8/8/2023	100.00
<b>Van Dolah, James D Total</b>					<b>250.00</b>
Van Gundy Agency, Inc	2609 7/24/23	(blank)	47519	8/3/2023	65.00
<b>Van Gundy Agency, Inc Total</b>					<b>65.00</b>
Vanguard Energy Services, Llc	G404551071323	2400004	255434	8/2/2023	10,033.04
<b>Vanguard Energy Services, Llc Total</b>					<b>10,033.04</b>
Varsity Spirit	14707620	(blank)	47554	8/11/2023	6,520.12
<b>Varsity Spirit Total</b>					<b>6,520.12</b>
Varsity Spirit Fashions	84402878	(blank)	47129	8/10/2023	226.20
<b>Varsity Spirit Fashions Total</b>					<b>226.20</b>
Veterans Floors Inc.	2351	2400249	255504	8/2/2023	1,295.00
<b>Veterans Floors Inc. Total</b>					<b>1,295.00</b>
Virco	Q8288026	2400261	255505	8/2/2023	2,208.68
<b>Virco Total</b>					<b>2,208.68</b>
Walker, Valentine S	Misc reimbursement	(blank)	47140	8/15/2023	169.95
	Supplies for camps	(blank)	47108	7/27/2023	357.14
<b>Walker, Valentine S Total</b>					<b>527.09</b>
Washington Central Intermediate School	V69382287	(blank)	24760	8/11/2023	150.00
<b>Washington Central Intermediate School Total</b>					<b>150.00</b>
Washington Middle School - Washington II	V32556482	(blank)	24761	8/11/2023	150.00
<b>Washington Middle School - Washington II Total</b>					<b>150.00</b>
Watts Copy Systems, Inc	1242440	2400287	255506	8/2/2023	1,208.54
	34493993	2400268	255506	8/2/2023	1,852.95
	34457283	2400273	255506	8/2/2023	652.45
	34149016-ACH	(blank)	0	8/3/2023	11,511.80
	34082349-ACH	(blank)	0	8/3/2023	1,852.95
	33962170-ACH	(blank)	0	8/3/2023	11,780.95
	33878110-ACH	(blank)	0	8/3/2023	1,852.95
<b>Watts Copy Systems, Inc Total</b>					<b>30,712.59</b>
Watts Copy Systems, Inc. - Leasing	V25802805	(blank)	0	8/3/2023	15.00
<b>Watts Copy Systems, Inc. - Leasing Total</b>					<b>15.00</b>
Weakly, Haylee	V38898155	(blank)	6535	8/1/2023	500.00
<b>Weakly, Haylee Total</b>					<b>500.00</b>
Whitfield, Alana Grace	Summer Camp	(blank)	47535	8/9/2023	72.00
<b>Whitfield, Alana Grace Total</b>					<b>72.00</b>
Wiggins, Mike	V12153686	(blank)	22041	8/14/2023	50.00
	V75508404	(blank)	6550	8/9/2023	100.00
<b>Wiggins, Mike Total</b>					<b>150.00</b>
Williams, Megan K	Summer Camp 2023	(blank)	47536	8/9/2023	300.00
<b>Williams, Megan K Total</b>					<b>300.00</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
To Date: 8/15/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Wills, Richard L	V8266367	(blank)	15021	8/10/2023	100.00
	V62830393	(blank)	24737	8/7/2023	100.00
	V8007024	(blank)	24734	8/4/2023	-
	V87944299	(blank)	24730	8/3/2023	100.00
<b>Wills, Richard L Total</b>					<b>300.00</b>
Wilson, Stephen	V33807027	(blank)	22029	8/8/2023	100.00
	V41435443	(blank)	24738	8/7/2023	100.00
<b>Wilson, Stephen Total</b>					<b>200.00</b>
Xperience Cheer, Llc.	V59533765	(blank)	24751	8/9/2023	2,300.00
<b>Xperience Cheer, Llc. Total</b>					<b>2,300.00</b>
Zbrozek, Adam W	Back To School 23	(blank)	47555	8/11/2023	640.98
	Paint for touch ups	(blank)	47520	8/3/2023	-
<b>Zbrozek, Adam W Total</b>					<b>640.98</b>
Zions First National Bank	V67010222	(blank)	0	8/1/2023	763,508.75
<b>Zions First National Bank Total</b>					<b>763,508.75</b>
<b>Grand Total</b>					<b>3,568,707.55</b>

**Expenditure Summary Report**

From Date: 7/20/2023  
 To Date: 8/15/2023

Fund	Amount
07	33,549.47
08	1,497,170.03
10	400,786.56
20	279,789.49
30	776,971.95
40	52,639.17
80	41,516.54
90	377,452.38
99	108,831.96
<b>Grand Total</b>	<b>3,568,707.55</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A B Hatchery	3995	2400404	255531	8/16/2023	210.00
<b>A B Hatchery Total</b>					<b>210.00</b>
A Drain Doctor	6580	2400378	255532	8/16/2023	3,785.00
	6540	2400378	255532	8/16/2023	713.75
<b>A Drain Doctor Total</b>					<b>4,498.75</b>
Aalco Mfg. Company	19244	2400552	255533	8/16/2023	1,455.00
<b>Aalco Mfg. Company Total</b>					<b>1,455.00</b>
Academic Therapy Publications	Q07202023	2400260	255534	8/16/2023	110.00
<b>Academic Therapy Publications Total</b>					<b>110.00</b>
Ace Hardware	587625/5	2400205	255535	8/16/2023	21.58
	587478/5	2400205	255535	8/16/2023	23.38
	587252/5	2400205	255535	8/16/2023	8.99
	587738/5	2400205	255535	8/16/2023	13.72
	587155/5	2400205	255535	8/16/2023	36.88
	587700/5	2400205	255535	8/16/2023	24.07
	587706/5	2400205	255535	8/16/2023	67.97
	587712/5	2400436	255535	8/16/2023	6.29
	587678/5	2400488	255535	8/16/2023	33.62
	587644/5	2400205	255535	8/16/2023	200.43
	587645/5	2400205	255535	8/16/2023	20.69
	587655/5	2400205	255535	8/16/2023	32.53
	587662/5	2400435	255535	8/16/2023	98.98
	587639/5	2400205	255535	8/16/2023	16.17
	587632/5	2400205	255535	8/16/2023	11.44
	587614/5	2400205	255535	8/16/2023	44.98
	587615/5	2400436	255535	8/16/2023	26.99
	587588/5	2400205	255535	8/16/2023	31.61
	587596/5	2400205	255535	8/16/2023	30.56
	587559/5	2400205	255535	8/16/2023	8.26
	587561/5	2400205	255535	8/16/2023	53.97
	587573/5	2400205	255535	8/16/2023	59.09
	587577/5	2400205	255535	8/16/2023	44.92
	587578/5	2400205	255535	8/16/2023	26.47
	587537/5	2400205	255535	8/16/2023	2.35
	587547/5	2400205	255535	8/16/2023	10.78
	587600/5	2400205	255535	8/16/2023	41.68
	587603/5	2400205	255535	8/16/2023	75.57
	587593/5	2400460	255535	8/16/2023	15.44
	587539/5	2400488	255535	8/16/2023	159.98
	587529/5	2400205	255535	8/16/2023	6.83
	587496/5	2400205	255535	8/16/2023	60.30
	587511/5	2400205	255535	8/16/2023	44.56
	587514/5	2400205	255535	8/16/2023	19.79
	587473/5	2400205	255535	8/16/2023	41.33
	587485/5	2400205	255535	8/16/2023	8.99
	587494/5	2400205	255535	8/16/2023	40.64
	587479/5	2400460	255535	8/16/2023	11.49
	587463/5	2400205	255535	8/16/2023	11.68
	587460/5	2400460	255535	8/16/2023	27.87
	587440/5	2400205	255535	8/16/2023	65.65
	587448/5	2400205	255535	8/16/2023	52.44
	587450/5	2400436	255535	8/16/2023	13.48
	587454/5	2400460	255535	8/16/2023	85.79
	587433/5	2400205	255535	8/16/2023	61.17
	587408/5	2400205	255535	8/16/2023	43.16

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ace Hardware	587400/5	2400460	255535	8/16/2023	79.56
Ace Hardware	587370/5	2400205	255535	8/16/2023	65.27
Ace Hardware	587343/5	2400205	255535	8/16/2023	41.38
Ace Hardware	587346/5	2400205	255535	8/16/2023	105.50
Ace Hardware	587353/5	2400205	255535	8/16/2023	32.18
Ace Hardware	587352/5	2400436	255535	8/16/2023	51.44
Ace Hardware	587327/5	2400435	255535	8/16/2023	66.57
Ace Hardware	587306/5	2400205	255535	8/16/2023	62.22
Ace Hardware	587308/5	2400205	255535	8/16/2023	46.41
Ace Hardware	587284/5	2400436	255535	8/16/2023	11.31
Ace Hardware	587259/5	2400205	255535	8/16/2023	22.39
Ace Hardware	458139/5	2400205	255535	8/16/2023	38.77
Ace Hardware	587231/5	2400436	255535	8/16/2023	338.92
Ace Hardware	587219/5	2400205	255535	8/16/2023	97.46
Ace Hardware	587223/5	2400436	255535	8/16/2023	106.14
Ace Hardware	587197/5	2400205	255535	8/16/2023	6.08
Ace Hardware	587200/5	2400205	255535	8/16/2023	66.57
Ace Hardware	587209/5	2400205	255535	8/16/2023	32.35
Ace Hardware	587198/5	2400436	255535	8/16/2023	88.17
Ace Hardware	587177/5	2400205	255535	8/16/2023	49.47
Ace Hardware	587187/5	2400205	255535	8/16/2023	78.44
Ace Hardware	587176/5	2400467	255535	8/16/2023	125.33
Ace Hardware	587145/5	2400205	255535	8/16/2023	85.12
Ace Hardware	587146/5	2400205	255535	8/16/2023	17.97
Ace Hardware	587147/5	2400205	255535	8/16/2023	12.22
Ace Hardware	587152/5	2400205	255535	8/16/2023	12.09
Ace Hardware	587154/5	2400205	255535	8/16/2023	45.66
Ace Hardware	587033/5	2400205	255535	8/16/2023	53.99
Ace Hardware	587140/5	2400205	255535	8/16/2023	39.33
Ace Hardware	587127/5	2400436	255535	8/16/2023	30.18
Ace Hardware	587121/5	2400205	255535	8/16/2023	52.16
Ace Hardware	587124/5	2400205	255535	8/16/2023	61.51
	587118/5	2400467	255535	8/16/2023	34.67
	587098/5	2400205	255535	8/16/2023	3.53
	587024/5	2400205	255535	8/16/2023	24.28
	587038/5	2400205	255535	8/16/2023	99.85
	587125/5	2400205	255535	8/16/2023	53.99
	586996/5	2400205	255535	8/16/2023	21.21
	586988/5	2400205	255535	8/16/2023	4.13
	586989/5	2400205	255535	8/16/2023	32.91
	586991/5	2400205	255535	8/16/2023	127.21
	586979/5	2400467	255535	8/16/2023	102.57
<b>Ace Hardware Total</b>					<b>4,371.07</b>
<b>Aduonum, Ama Oforiwaa</b>	<b>V153634</b>	2400101	255536	8/16/2023	1,500.00
<b>Aduonum, Ama Oforiwaa Total</b>					<b>1,500.00</b>
Advance Auto Parts	6.25332E+12	2400200	255537	8/16/2023	333.84
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	59.39
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	169.20
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	262.57
Ace Hardware	6.25332E+12	2400202	255537	8/16/2023	541.41
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	105.80
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	687.80
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	23.00
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	85.40
Ace Hardware	6.25332E+12	2400202	255537	8/16/2023	11.03
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	31.81
Ace Hardware	6.25332E+12	2400200	255537	8/16/2023	308.61

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Advance Auto Parts	6.25332E+12	2400200	255537	8/16/2023	55.20
Advance Auto Parts	6.25332E+12	2400202	255537	8/16/2023	123.21
Advance Auto Parts	6.25332E+12	2400202	255537	8/16/2023	59.08
Advance Auto Parts	6.25332E+12	2400200	255537	8/16/2023	338.78
Advance Auto Parts	6.25332E+12	2400200	255537	8/16/2023	7.01
	6.25332E+12	2400200	255537	8/16/2023	12.98
	6.25332E+12	2400200	255537	8/16/2023	(44.00)
	6.25332E+12	2400202	255537	8/16/2023	45.99
	6.25332E+12	2400202	255537	8/16/2023	28.14
	6.25332E+12	2400202	255537	8/16/2023	786.25
<b>Advance Auto Parts Total</b>					<b>4,032.50</b>
Alpha Controls & Services Llc	C007003	2400481	255538	8/16/2023	565.00
	235010-2	2400496	255538	8/16/2023	9,972.00
<b>Alpha Controls &amp; Services Llc Total</b>					<b>10,537.00</b>
Altorfer	W0430063973	2400433	255539	8/16/2023	2,184.52
	W0430063474	2400433	255539	8/16/2023	3,076.00
	W0430063440	2400433	255539	8/16/2023	2,884.00
<b>Altorfer Total</b>					<b>8,144.52</b>
Amazon Capital Services	11L1-LHR9-W1LP	2400523	255540	8/16/2023	26.59
	1NNT-DTXM-HMGD	2400511	255540	8/16/2023	15.98
	16WW-TPV1-LW43	2400422	255540	8/16/2023	3,293.29
	1KPN-JKJ-M6PH	2400228	255540	8/16/2023	299.99
	1NNT-DTXM-CY7P	2400513	255540	8/16/2023	1,124.10
	1JT9-TN3C-F6YG	2400338	255540	8/16/2023	15.67
	19TK-4QMD-CNHF	2400477	255540	8/16/2023	13.99
	1DY3-1L9K-CK7X	2400428	255540	8/16/2023	410.15
	1V4R-4RT4-C6Y3	2400365	255540	8/16/2023	1,187.93
	1L3N-7MVD-4NH9	2400370	255540	8/16/2023	24.71
	1DY3-1L9K-3VJH	2400371	255540	8/16/2023	155.83
	1JWL-GYRN-46MY	2400372	255540	8/16/2023	661.28
	1763-VTP4-4RXT	2400421	255540	8/16/2023	3,626.80
	1R9W-CFDP-4NMW	2400425	255540	8/16/2023	706.72
	1JXM-TQD9-R6JG	2400337	255540	8/16/2023	764.10
	1LC7-VMYM-Q99W	2400349	255540	8/16/2023	782.85
	1WFM-JTPN-LGWW	2400347	255540	8/16/2023	1,059.66
	1JC7-F6JM-JPKY	2400353	255540	8/16/2023	60.61
	1MGL-JPXC-JKCK	2400340	255540	8/16/2023	1,268.26
	1W4Q-RKF7-3CJ6	2400324	255540	8/16/2023	54.36
	1DKQ-6LLQ-9MHK	2400308	255540	8/16/2023	167.28
	1JC7-F6JM-7MR6	2400330	255540	8/16/2023	232.26
	1TXV-Q4WM-7HF7	2400343	255540	8/16/2023	106.23
	16FR-F39M-64DV	2400346	255540	8/16/2023	276.50
	19FM-JHY6-7MRP	2400348	255540	8/16/2023	14.89
	11D1-W9LK-6QW3	2400352	255540	8/16/2023	149.49
	1YJD-YCFW-GRVW	2400217	255540	8/16/2023	199.99
<b>Amazon Capital Services Total</b>					<b>16,699.51</b>
American Pest Control	575793	2400207	255541	8/16/2023	1,230.00
<b>American Pest Control Total</b>					<b>1,230.00</b>
Amplified IT LLC	57530	2400312	255542	8/16/2023	101.16
<b>Amplified IT LLC Total</b>					<b>101.16</b>
B & B Awards & Recognition	20052220	2400541	255543	8/16/2023	68.97
	20051961	2400541	255543	8/16/2023	65.97
<b>B &amp; B Awards &amp; Recognition Total</b>					<b>134.94</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Batteries Plus Bulbs	P64353366	2400437	255544	8/16/2023	1,719.05
<b>Batteries Plus Bulbs Total</b>					<b>1,719.05</b>
Bennett Electronics	35340	2400382	255545	8/16/2023	342.00
	35299	2400315	255545	8/16/2023	684.00
	35300	2400317	255545	8/16/2023	114.00
	35292	2400316	255545	8/16/2023	620.00
	35293	2400317	255545	8/16/2023	573.00
<b>Bennett Electronics Total</b>					<b>2,333.00</b>
Bill'S Key & Lock Shop	173594	2400407	255546	8/16/2023	27.60
<b>Bill'S Key &amp; Lock Shop Total</b>					<b>27.60</b>
Birkey'S Farm Store	p52063	2400448	255547	8/16/2023	9.30
	P51653	2400448	255547	8/16/2023	4.65
<b>Birkey'S Farm Store Total</b>					<b>13.95</b>
Bishop Bros, Inc	20230714	2400538	255548	8/16/2023	23,567.58
<b>Bishop Bros, Inc Total</b>					<b>23,567.58</b>
Blue Springs, Inc.	46032	2400554	255549	8/16/2023	220.00
	46046	2400547	255549	8/16/2023	300.00
	45835	2400547	255549	8/16/2023	300.00
	45635	2400547	255549	8/16/2023	375.00
<b>Blue Springs, Inc. Total</b>					<b>1,195.00</b>
Bound To Stay Bound Books, Inc	205600	2400178	255550	8/16/2023	323.69
<b>Bound To Stay Bound Books, Inc Total</b>					<b>323.69</b>
Bradford Supply Company	2540942	2400451	255551	8/16/2023	32.87
<b>Bradford Supply Company Total</b>					<b>32.87</b>
Brown'S Wrecker Service Inc	403613	2400470	255552	8/16/2023	125.00
<b>Brown'S Wrecker Service Inc Total</b>					<b>125.00</b>
Bsn Sports	921995309	2400551	255553	8/16/2023	509.59
	921966852	2400551	255553	8/16/2023	1,008.09
	921837652	2400551	255553	8/16/2023	2,979.53
	921835082	2400551	255553	8/16/2023	3,208.70
<b>Bsn Sports Total</b>					<b>7,705.91</b>
Burris Equipment	PS3014207-1	2400449	255554	8/16/2023	4,633.93
	SW3005079-1	2400449	255554	8/16/2023	1,348.70
	SW3004871-1	2400449	255554	8/16/2023	913.10
<b>Burris Equipment Total</b>					<b>6,895.73</b>
Bushue Background Screening	McLean5EHR-020230731	2400384	255555	8/16/2023	3,008.00
	McLean5-20230630	2400384	255555	8/16/2023	4,657.25
	McLean5EHR-20230630	2400384	255555	8/16/2023	1,664.00
	McLean5Misc-20230630	2400384	255555	8/16/2023	32.00
	McLean5vols-20230630	2400384	255555	8/16/2023	224.00
<b>Bushue Background Screening Total</b>					<b>9,585.25</b>
Camelot Therapeutic Schools, Llc	INV169497	2400524	255556	8/16/2023	5,060.66
<b>Camelot Therapeutic Schools, Llc Total</b>					<b>5,060.66</b>
Capitol Group	S2361975.001	2400355	255557	8/16/2023	1,071.41
	S2362078.001	2400355	255557	8/16/2023	137.78

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Capitol Group	S2361975.002	2400355	255557	8/16/2023	(523.04)
	S2361988.001	2400355	255557	8/16/2023	229.00
	S2358514.001	2400355	255557	8/16/2023	445.08
	S2358523.001	2400355	255557	8/16/2023	249.00
<b>Capitol Group Total</b>					<b>1,609.23</b>
Carl'S Pro Band Instrument Repair	1073	2400297	255558	8/16/2023	11,621.53
	1062	2400325	255558	8/16/2023	11,875.92
<b>Carl'S Pro Band Instrument Repair Total</b>					<b>23,497.45</b>
Case Parts Company	3181715	2400409	255559	8/16/2023	562.07
<b>Case Parts Company Total</b>					<b>562.07</b>
Cdw Computer Centers, Inc	LC99615	2400303	255560	8/16/2023	12,350.00
	LB31827	2400046	255560	8/16/2023	95,684.50
<b>Cdw Computer Centers, Inc Total</b>					<b>108,034.50</b>
Cell Electric Llc	2023-0404	2400400	255561	8/16/2023	1,282.00
	2023-0350	2400400	255561	8/16/2023	2,550.00
<b>Cell Electric Llc Total</b>					<b>3,832.00</b>
Central Illinois Trucks Inc	101P125975	2400471	255562	8/16/2023	1,800.72
	101P127422	2400466	255562	8/16/2023	39.92
<b>Central Illinois Trucks Inc Total</b>					<b>1,840.64</b>
Childers Door Service, Inc	302478	2400464	255563	8/16/2023	160.40
<b>Childers Door Service, Inc Total</b>					<b>160.40</b>
Ci Solutions	16667	2400320	255564	8/16/2023	4,380.00
	16587	2400272	255564	8/16/2023	28,460.00
<b>Ci Solutions Total</b>					<b>32,840.00</b>
City Of Bloomington - Utilities	913792	2400011	255522	8/16/2023	444.67
	913851	2400011	255522	8/16/2023	865.68
	906335	2400011	255522	8/16/2023	656.72
<b>City Of Bloomington - Utilities Total</b>					<b>1,967.07</b>
Clark, Kimberly	REMB202308	(blank)	255507	8/16/2023	254.00
<b>Clark, Kimberly Total</b>					<b>254.00</b>
Clean The Uniform Company	32197266	2400201	255565	8/16/2023	66.64
	32195638	2400201	255565	8/16/2023	66.64
	32194030	2400201	255565	8/16/2023	66.64
	32190417	2400201	255565	8/16/2023	66.64
<b>Clean The Uniform Company Total</b>					<b>266.56</b>
Cliftonlarsenallen Llp	3828331	2305107	255566	8/16/2023	20,000.00
<b>Cliftonlarsenallen Llp Total</b>					<b>20,000.00</b>
Collins, Sharon P	REMB07282023	2400419	255567	8/16/2023	35.00
<b>Collins, Sharon P Total</b>					<b>35.00</b>
Comcast Business	STMT07222023	2400344	255568	8/16/2023	403.00
<b>Comcast Business Total</b>					<b>403.00</b>
Confidential On-Site Paper Shreddin	141008	2400430	255569	8/16/2023	306.03
	140962	2400367	255569	8/16/2023	78.62
<b>Confidential On-Site Paper Shreddin Total</b>					<b>384.65</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Connor Co	S010552228.002	2400373	255570	8/16/2023	68.30
	S010552228.001	2400373	255570	8/16/2023	121.29
	S015039209.001	2400373	255570	8/16/2023	128.39
	S010513321.002	2400373	255570	8/16/2023	39.70
	S010513411.001	2400373	255570	8/16/2023	16.44
	S010513469.001	2400373	255570	8/16/2023	246.54
	S010513465.001	2400373	255570	8/16/2023	75.74
	S010518302.001	2400373	255570	8/16/2023	669.18
	S010516546.001	2400373	255570	8/16/2023	46.58
	S010495424.001	2400373	255570	8/16/2023	425.47
	S010513356.001	2400373	255570	8/16/2023	173.66
	S010513321.001	2400373	255570	8/16/2023	225.30
	S010502105.001	2400373	255570	8/16/2023	13.13
	S010306847.001	2400373	255570	8/16/2023	325.13
	S010501801.001	2400373	255570	8/16/2023	133.68
S010470342-001	2400373	255570	8/16/2023	1,097.00	
<b>Connor Co Total</b>					<b>3,805.53</b>
Contract Paper Group, Inc.	43008931101	2400168	255571	8/16/2023	7,764.00
<b>Contract Paper Group, Inc. Total</b>					<b>7,764.00</b>
Crescent Electric Supply Co	S511507157.002	2400383	255572	8/16/2023	60.47
	S511507157.001	2400383	255572	8/16/2023	297.83
<b>Crescent Electric Supply Co Total</b>					<b>358.30</b>
Cu Woodshop	2648	2400356	255573	8/16/2023	2,310.30
<b>Cu Woodshop Total</b>					<b>2,310.30</b>
Custom Lanyard/Wrist Band	220875539	2400323	255574	8/16/2023	148.50
<b>Custom Lanyard/Wrist Band Total</b>					<b>148.50</b>
Davis, Wendy Leigh	REMB07312023	2400417	255575	8/16/2023	35.00
<b>Davis, Wendy Leigh Total</b>					<b>35.00</b>
Dillon, Lynn Marie	MILES202306	(blank)	255508	8/16/2023	106.31
<b>Dillon, Lynn Marie Total</b>					<b>106.31</b>
Don Owen Tire Service, Inc	321634	2400431	255576	8/16/2023	28.15
	321660	2400462	255576	8/16/2023	777.00
	321133	2400539	255576	8/16/2023	1,575.26
	320961	2400431	255576	8/16/2023	820.75
	320879	2400431	255576	8/16/2023	826.84
<b>Don Owen Tire Service, Inc Total</b>					<b>4,028.00</b>
Ecolab	6339769782	2400501	255577	8/16/2023	6,104.70
<b>Ecolab Total</b>					<b>6,104.70</b>
Engler Callaway Baasten & Srage, Llc	32068	2400525	255578	8/16/2023	78.00
<b>Engler Callaway Baasten &amp; Srage, Llc Total</b>					<b>78.00</b>
Etcheson Spa & Pool	231737	2400381	255579	8/16/2023	823.13
<b>Etcheson Spa &amp; Pool Total</b>					<b>823.13</b>
Evergreen Fs	95446	2400403	255580	8/16/2023	1,866.36
	34130603	2400440	255580	8/16/2023	205.50
	95444	2400403	255580	8/16/2023	2,378.55
	34129023	2400326	255580	8/16/2023	11,419.50
<b>Evergreen Fs Total</b>					<b>15,869.91</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Fastenal Company	ILBLM482582	2400405	255581	8/16/2023	643.85
	ILBLM481315	2400405	255581	8/16/2023	161.97
	ILBLM481158	2400405	255581	8/16/2023	2.60
	ILBLM481024	2400405	255581	8/16/2023	93.27
	ILBLM481028	2400405	255581	8/16/2023	31.22
<b>Fastenal Company Total</b>					<b>932.91</b>
Fasteners Etc.	196032	2400455	255582	8/16/2023	80.00
	195673	2400375	255582	8/16/2023	78.00
<b>Fasteners Etc. Total</b>					<b>158.00</b>
Feeney, David George	REMB20230607	2400472	255583	8/16/2023	316.44
<b>Feeney, David George Total</b>					<b>316.44</b>
First Student	11889875	2400518	255584	8/16/2023	1,253,048.43
<b>First Student Total</b>					<b>1,253,048.43</b>
Frontier	V736335	2400007	255523	8/16/2023	329.91
<b>Frontier Total</b>					<b>329.91</b>
Gale/Cengage Learning	81366331	2400025	255585	8/16/2023	13,608.88
<b>Gale/Cengage Learning Total</b>					<b>13,608.88</b>
Getz Fire Equipment Company	I1-844805	2400486	255586	8/16/2023	63.80
	I1-844806	2400486	255586	8/16/2023	205.20
	I1-844807	2400486	255586	8/16/2023	691.60
<b>Getz Fire Equipment Company Total</b>					<b>960.60</b>
Global Water Technology, Inc.	92913	2400402	255587	8/16/2023	1,458.33
	90935	2400402	255587	8/16/2023	1,458.33
<b>Global Water Technology, Inc. Total</b>					<b>2,916.66</b>
Gopher Learning	QT129739	2400505	255588	8/16/2023	3,190.86
<b>Gopher Learning Total</b>					<b>3,190.86</b>
Gordon Food Service, Inc	229180466	2400499	255589	8/16/2023	917.30
	229180468	2400499	255589	8/16/2023	12,469.04
	229109985	2400499	255589	8/16/2023	9,501.82
	229109987	2400499	255589	8/16/2023	194.50
	229109990	2400499	255589	8/16/2023	9,257.94
	229159279	2400499	255589	8/16/2023	138.29
<b>Gordon Food Service, Inc Total</b>					<b>32,478.89</b>
Grainger Parts Operations Ww Graing	9784872351	2400350	255590	8/16/2023	3,260.75
	9781647061	2400350	255590	8/16/2023	858.58
	9778364720	2400350	255590	8/16/2023	130.43
	9771880995	2400350	255590	8/16/2023	1,719.32
	9764933280	2400350	255590	8/16/2023	413.27
	9761202358	2400350	255590	8/16/2023	125.44
	9757149456	2400350	255590	8/16/2023	75.31
	9756138740	2400350	255590	8/16/2023	849.32
	9752248519	2400350	255590	8/16/2023	396.29
	9736912099	2400350	255590	8/16/2023	307.86
<b>Grainger Parts Operations Ww Graing Total</b>					<b>8,136.57</b>
Graybar Electric Company, Inc.	9332726002	2400450	255591	8/16/2023	1,700.51
	9332662577	2400452	255591	8/16/2023	11,837.00
<b>Graybar Electric Company, Inc. Total</b>					<b>13,537.51</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hafermann, Eduard P	REMB202306	2400475	255592	8/16/2023	136.08
<b>Hafermann, Eduard P Total</b>					<b>136.08</b>
Halogen Supply Company	598863	2400398	255593	8/16/2023	332.03
<b>Halogen Supply Company Total</b>					<b>332.03</b>
Harris, Elizabeth Rae	REMB202306.	2400474	255594	8/16/2023	72.13
<b>Harris, Elizabeth Rae Total</b>					<b>72.13</b>
Hawkins, Inc.	6509039	2400399	255595	8/16/2023	1,360.08
	6509066	2400399	255595	8/16/2023	1,380.61
<b>Hawkins, Inc. Total</b>					<b>2,740.69</b>
Heartspring	16510	2400526	255596	8/16/2023	25,617.37
<b>Heartspring Total</b>					<b>25,617.37</b>
Hedrick, Brandy Gayle	REMB052112	(blank)	255509	8/16/2023	18.88
<b>Hedrick, Brandy Gayle Total</b>					<b>18.88</b>
Heinemann	Q526620	2400294	255597	8/16/2023	1,772.85
<b>Heinemann Total</b>					<b>1,772.85</b>
Heritage Machine & Welding Inc	48840	2400489	255598	8/16/2023	55.00
<b>Heritage Machine &amp; Welding Inc Total</b>					<b>55.00</b>
Hermes Service & Sales	718065	2400494	255599	8/16/2023	1,858.00
	615046	2400389	255599	8/16/2023	161.00
<b>Hermes Service &amp; Sales Total</b>					<b>2,019.00</b>
Hill, Shane Padraic	REMB202306	2400332	255600	8/16/2023	179.64
<b>Hill, Shane Padraic Total</b>					<b>179.64</b>
Hodges Loizzi Eisenhammer Rodick &	59299	2400328	255601	8/16/2023	1,067.95
<b>Hodges Loizzi Eisenhammer Rodick &amp; Total</b>					<b>1,067.95</b>
Holley, Tyra Michael	MILES202304	(blank)	255510	8/16/2023	67.79
	MILES202305	(blank)	255510	8/16/2023	44.93
	MILES202306	(blank)	255510	8/16/2023	194.27
<b>Holley, Tyra Michael Total</b>					<b>306.99</b>
Hudson Municipal Water	V207568	2400008	255524	8/16/2023	20.00
<b>Hudson Municipal Water Total</b>					<b>20.00</b>
Ideal Environmental Engineering, In	62602	2400480	255602	8/16/2023	890.49
	6244	2400480	255602	8/16/2023	2,600.00
	62431	2400480	255602	8/16/2023	556.50
	62402	2400480	255602	8/16/2023	897.90
<b>Ideal Environmental Engineering, In Total</b>					<b>4,944.89</b>
Illinois Association Of School Admi	84--fy24	2400322	255603	8/16/2023	2,750.00
<b>Illinois Association Of School Admi Total</b>					<b>2,750.00</b>
Illinois Association Of School Boar	390767	2400358	255604	8/16/2023	150.00
<b>Illinois Association Of School Boar Total</b>					<b>150.00</b>
Illinois Department Of Public Healt	V984016	2400530	255605	8/16/2023	6,570.00
	V939905	2400531	255605	8/16/2023	355.00
<b>Illinois Department Of Public Healt Total</b>					<b>6,925.00</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Interstate All Battery Center	CREDIT092622	2400397	255606	8/16/2023	(266.00)
	1.9004E+12	2400454	255606	8/16/2023	138.70
	1.9004E+12	2400468	255606	8/16/2023	8.98
	1.9004E+12	2400397	255606	8/16/2023	621.60
<b>Interstate All Battery Center Total</b>					<b>503.28</b>
Iron Mountain	HSJB526	2400498	255607	8/16/2023	3,490.18
<b>Iron Mountain Total</b>					<b>3,490.18</b>
ISU Graduate School	V929862	2400503	255608	8/16/2023	6,000.00
<b>ISU Graduate School Total</b>					<b>6,000.00</b>
Itsavvy Llc	7000735	2400314	255609	8/16/2023	50.00
<b>Itsavvy Llc Total</b>					<b>50.00</b>
J & L Morris	10136	2400374	255610	8/16/2023	1,900.00
<b>J &amp; L Morris Total</b>					<b>1,900.00</b>
Jg Stewart Contractors, Inc	5229	2400510	255611	8/16/2023	14,965.00
	5230	2400510	255611	8/16/2023	19,250.25
<b>Jg Stewart Contractors, Inc Total</b>					<b>34,215.25</b>
Johnson Controls Fire Protection Lp	23624215	2400484	255612	8/16/2023	674.49
	23624221	2400484	255612	8/16/2023	3,187.02
	23624224	2400484	255612	8/16/2023	706.86
	89914495	2400492	255612	8/16/2023	5,555.94
	89855236	2400492	255612	8/16/2023	1,425.30
<b>Johnson Controls Fire Protection Lp Total</b>					<b>11,549.61</b>
Johnson, Sarah	REMBFS2023	(blank)	255511	8/16/2023	32.90
<b>Johnson, Sarah Total</b>					<b>32.90</b>
Johnstone Supply	616-S100378161.001	2400351	255613	8/16/2023	60.69
	616-S100377648.001	2400351	255613	8/16/2023	104.73
	616-S100377738.001	2400351	255613	8/16/2023	59.80
	616-S100377805.001	2400351	255613	8/16/2023	696.44
	616-S100376967.001	2400351	255613	8/16/2023	24.00
	616-S100376717.001	2400351	255613	8/16/2023	71.30
	616-S100376730.001	2400351	255613	8/16/2023	123.82
	616-S100376596.001	2400351	255613	8/16/2023	122.53
	616-S100375973.001	2400351	255613	8/16/2023	8.61
	616-S100375416.001	2400351	255613	8/16/2023	142.88
	616-S100371177.001	2400351	255613	8/16/2023	137.48
	616-S100373691.001	2400351	255613	8/16/2023	43.36
	616-S100373707.001	2400351	255613	8/16/2023	340.88
	616-S100371173.001	2400351	255613	8/16/2023	3,537.40
	616-S100371773.001	2400351	255613	8/16/2023	62.00
	616-S100371563.001	2400351	255613	8/16/2023	18.65
	616-S100371402.001	2400351	255613	8/16/2023	119.17
<b>Johnstone Supply Total</b>					<b>5,673.74</b>
Jostens, Inc	N003170449	2400548	255614	8/16/2023	270.95
	N003164793	2400548	255614	8/16/2023	178.45
<b>Jostens, Inc Total</b>					<b>449.40</b>
Kec Design Llc	EQINV770001012	2400502	255615	8/16/2023	22,524.00
<b>Kec Design Llc Total</b>					<b>22,524.00</b>
Keen Tile, Inc	62488	2400391	255616	8/16/2023	697.39

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Keen Tile, Inc	62493	2400391	255616	8/16/2023	29.99
	62437	2400391	255616	8/16/2023	45.98
	62438	2400391	255616	8/16/2023	553.67
<b>Keen Tile, Inc Total</b>					<b>1,327.03</b>
Kele, Inc.	INV3591500	2400393	255617	8/16/2023	1,117.50
<b>Kele, Inc. Total</b>					<b>1,117.50</b>
Ken'S Oil Service, Inc.	100019	2400463	255618	8/16/2023	2,736.63
<b>Ken'S Oil Service, Inc. Total</b>					<b>2,736.63</b>
Kirby Risk Corporation	S112634348.001	2400457	255619	8/16/2023	362.40
	S112629475.001	2400457	255619	8/16/2023	1,686.40
	S112620330.001	2400457	255619	8/16/2023	678.28
	S112612800.0014	2400390	255619	8/16/2023	415.19
	S112603912.001	2400390	255619	8/16/2023	1,060.40
<b>Kirby Risk Corporation Total</b>					<b>4,202.67</b>
Kirchner, Amy Jean	REMBFEES2023	(blank)	255512	8/16/2023	308.50
<b>Kirchner, Amy Jean Total</b>					<b>308.50</b>
Kone Inc	871081390	2400485	255620	8/16/2023	1,046.31
	871081391	2400485	255620	8/16/2023	1,046.31
<b>Kone Inc Total</b>					<b>2,092.62</b>
Larson, Melissa	REMB202308	(blank)	255513	8/16/2023	230.00
<b>Larson, Melissa Total</b>					<b>230.00</b>
Legner, Kristen	REMBFS2023	(blank)	255514	8/16/2023	46.80
<b>Legner, Kristen Total</b>					<b>46.80</b>
Lighty, Bernadette Panganiban	MILES202307	(blank)	255515	8/16/2023	37.20
<b>Lighty, Bernadette Panganiban Total</b>					<b>37.20</b>
Linde Gas & Equipment Inc.	35942103	2400456	255621	8/16/2023	64.86
	35468757	2400456	255621	8/16/2023	49.54
<b>Linde Gas &amp; Equipment Inc. Total</b>					<b>114.40</b>
Martin Sullivan Inc.	1589433	2400394	255622	8/16/2023	3.75
	1585808	2400394	255622	8/16/2023	19.71
	1582920	2400394	255622	8/16/2023	36.00
	1579017	2400394	255622	8/16/2023	51.51
<b>Martin Sullivan Inc. Total</b>					<b>110.97</b>
Mathis-Kelley Const Supply Co	147072	2400497	255623	8/16/2023	495.42
	146108	2400395	255623	8/16/2023	319.80
	145193	2400497	255623	8/16/2023	39.75
<b>Mathis-Kelley Const Supply Co Total</b>					<b>854.97</b>
Mc Brayer Sanitary Service	V800596	2400540	255624	8/16/2023	5,700.00
<b>Mc Brayer Sanitary Service Total</b>					<b>5,700.00</b>
Mc Master-Carr Supply Co	11640086	2400354	255625	8/16/2023	1,407.78
	11395547	2400354	255625	8/16/2023	898.50
	11347829	2400354	255625	8/16/2023	691.04
	10718992	2400354	255625	8/16/2023	367.77
	10555429	2400354	255625	8/16/2023	392.23
	99794814	2400354	255625	8/16/2023	348.72
	98400362	2400354	255625	8/16/2023	60.96

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Mc Master-Carr Supply Co	97403424	2400354	255625	8/16/2023	54.06
<b>Mc Master-Carr Supply Co Total</b>					<b>4,221.06</b>
Mclean County Glass & Mirror	57223	2400396	255626	8/16/2023	435.60
<b>Mclean County Glass &amp; Mirror Total</b>					<b>435.60</b>
Melton, Jerry D	REMB073123	2400476	255627	8/16/2023	92.93
<b>Melton, Jerry D Total</b>					<b>92.93</b>
Merritt, Chad Alan	CLOTHING23-24	2400441	255628	8/16/2023	89.84
<b>Merritt, Chad Alan Total</b>					<b>89.84</b>
Metro Fibernet Llc	STMT08012023	2400546	255629	8/16/2023	7,006.72
	STMT07082023	2400313	255629	8/16/2023	437.10
<b>Metro Fibernet Llc Total</b>					<b>7,443.82</b>
Meyer, Damon	MILES202307	(blank)	255516	8/16/2023	58.95
<b>Meyer, Damon Total</b>					<b>58.95</b>
Middleton Associates Inc	73120231	2400533	255630	8/16/2023	875.00
	20230731..	2400533	255630	8/16/2023	19,016.40
	202307311	2400533	255630	8/16/2023	985.00
	202306201	2400542	255630	8/16/2023	7,280.00
	1.20230606	2400515	255630	8/16/2023	600.00
<b>Middleton Associates Inc Total</b>					<b>28,756.40</b>
Midwest Construction Rentals	185680-1	2400401	255631	8/16/2023	2,220.16
	188271-1	2400401	255631	8/16/2023	957.62
	187459-1	2400401	255631	8/16/2023	886.72
<b>Midwest Construction Rentals Total</b>					<b>4,064.50</b>
Midwest Equipment li	682931	2400459	255632	8/16/2023	1,049.97
	682638	2400459	255632	8/16/2023	19.99
	681446	2400459	255632	8/16/2023	1,528.96
	680807	2400459	255632	8/16/2023	181.42
	680882	2400459	255632	8/16/2023	197.99
	681022	2400459	255632	8/16/2023	61.26
	679010	2400459	255632	8/16/2023	258.92
	678252	2400459	255632	8/16/2023	53.95
	677777	2400459	255632	8/16/2023	455.81
	676397	2400459	255632	8/16/2023	15.95
	674818	2400459	255632	8/16/2023	137.18
<b>Midwest Equipment li Total</b>					<b>3,961.40</b>
Midwest Mailing & Shipping Systems,	P108937	2400363	255633	8/16/2023	468.00
<b>Midwest Mailing &amp; Shipping Systems, Total</b>					<b>468.00</b>
Miller Janitor Supply Co.	111808	2400434	255634	8/16/2023	3,854.86
<b>Miller Janitor Supply Co. Total</b>					<b>3,854.86</b>
Mutual Wheel Co	8772869	2400458	255635	8/16/2023	88.42
	8772950	2400458	255635	8/16/2023	65.72
<b>Mutual Wheel Co Total</b>					<b>154.14</b>
Nicor Gas	V691355	2400005	255525	8/16/2023	90.34
	V606297	2400005	255525	8/16/2023	181.18
	V901311	2400005	255525	8/16/2023	55.46
	V331543	2400005	255525	8/16/2023	56.06
	V466636	2400005	255525	8/16/2023	54.25

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Nicor Gas	V97013	2400005	255525	8/16/2023	93.25
	V214597	2400005	255525	8/16/2023	129.70
	V305030	2400005	255525	8/16/2023	62.57
<b>Nicor Gas Total</b>					<b>722.81</b>
Normal Rotary Club	V951563	2400311	255636	8/16/2023	166.00
<b>Normal Rotary Club Total</b>					<b>166.00</b>
Orthopedic & Sports Enhancement	STMT20230720	2400543	255637	8/16/2023	87.74
<b>Orthopedic &amp; Sports Enhancement Total</b>					<b>87.74</b>
Owen Tire & Auto	249139	2400537	255638	8/16/2023	27.15
<b>Owen Tire &amp; Auto Total</b>					<b>27.15</b>
Palmer, Elisa L	REMB071823	2400520	255639	8/16/2023	149.00
<b>Palmer, Elisa L Total</b>					<b>149.00</b>
Parts Depot	274430	2400392	255640	8/16/2023	73.99
	274173	2400392	255640	8/16/2023	85.78
<b>Parts Depot Total</b>					<b>159.77</b>
Pearson	22008477	2400301	255641	8/16/2023	9,915.75
<b>Pearson Total</b>					<b>9,915.75</b>
Peoples, Derrick	CLOTHING23-24	2400508	255642	8/16/2023	192.13
<b>Peoples, Derrick Total</b>					<b>192.13</b>
Pioneer Athletics	STMT07262023	(blank)	255643	8/16/2023	(246.40)
	QUOTE06142023	2400042	255643	8/16/2023	2,799.53
<b>Pioneer Athletics Total</b>					<b>2,553.13</b>
Pipco Companies, Ltd	64606	2400493	255644	8/16/2023	817.67
	64531	2400479	255644	8/16/2023	550.00
	64536	2400479	255644	8/16/2023	1,200.00
	64537	2400479	255644	8/16/2023	1,200.00
	64538	2400479	255644	8/16/2023	1,525.00
	64539	2400479	255644	8/16/2023	1,200.00
	64087	2400479	255644	8/16/2023	3,495.00
<b>Pipco Companies, Ltd Total</b>					<b>9,987.67</b>
Prairie Farms Dairy Inc	STMTJULY2023	2400500	255645	8/16/2023	183.71
<b>Prairie Farms Dairy Inc Total</b>					<b>183.71</b>
Professional Electric Motor Repair	73538	2400447	255646	8/16/2023	326.84
<b>Professional Electric Motor Repair Total</b>					<b>326.84</b>
Project Lead The Way, Inc.	406880	2400341	255647	8/16/2023	1,000.00
	406879	2400342	255647	8/16/2023	1,000.00
<b>Project Lead The Way, Inc. Total</b>					<b>2,000.00</b>
Pullium, Cody R	REMB202307	2400321	255648	8/16/2023	35.00
<b>Pullium, Cody R Total</b>					<b>35.00</b>
Rebel Athletic	SO-20356666	2400044	255649	8/16/2023	8,737.35
<b>Rebel Athletic Total</b>					<b>8,737.35</b>
Redsift Limited	INVUK-2001.	2400555	0	8/16/2023	6,000.00
<b>Redsift Limited Total</b>					<b>6,000.00</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Republic Services - #368	0368-00107 1855	2400376	255650	8/16/2023	129.47
	0368-001071388	2400379	255650	8/16/2023	482.13
	0368-001069056.2	2400377	255650	8/16/2023	42.00
	0368-001068600	2400379	255650	8/16/2023	475.00
<b>Republic Services - #368 Total</b>					<b>1,128.60</b>
Rogers Supply Company Inc	BL043142	2400388	255651	8/16/2023	42.65
	BL42108	2400388	255651	8/16/2023	120.41
<b>Rogers Supply Company Inc Total</b>					<b>163.06</b>
Rp Lumber Company, Inc	1345568	2400361	255652	8/16/2023	62.33
	1335171	2400361	255652	8/16/2023	16.48
	1271176	2400361	255652	8/16/2023	37.96
	1266565	2400361	255652	8/16/2023	120.72
	1268053	2400361	255652	8/16/2023	44.95
	1246435	2400361	255652	8/16/2023	415.97
	1231703	2400361	255652	8/16/2023	94.94
	1208801	2400361	255652	8/16/2023	269.93
	1172697	2400361	255652	8/16/2023	528.80
1151054	2400361	255652	8/16/2023	44.48	
<b>Rp Lumber Company, Inc Total</b>					<b>1,636.56</b>
Ruyle Corporation	28630	2400387	255653	8/16/2023	691.00
	28542	2400387	255653	8/16/2023	691.00
<b>Ruyle Corporation Total</b>					<b>1,382.00</b>
Rw Vandegraft	4574	2400491	255654	8/16/2023	6,681.00
<b>Rw Vandegraft Total</b>					<b>6,681.00</b>
S & S Builders Hardware Co	578591	2400534	255655	8/16/2023	1,248.00
	578380	2400534	255655	8/16/2023	43.68
	577976	2400385	255655	8/16/2023	390.00
	577770	2400385	255655	8/16/2023	1,738.72
	578295	2400385	255655	8/16/2023	162.24
	577981	2400509	255655	8/16/2023	4,441.80
	578303	2400385	255655	8/16/2023	686.40
577654	2400509	255655	8/16/2023	800.00	
<b>S &amp; S Builders Hardware Co Total</b>					<b>9,510.84</b>
Sam Leman Ford	486223	2400469	255656	8/16/2023	149.09
	463234/1	2400432	255656	8/16/2023	2,197.15
	485973	2400469	255656	8/16/2023	129.38
	91439	2400439	255656	8/16/2023	33.87
<b>Sam Leman Ford Total</b>					<b>2,509.49</b>
Savvas Learning Company Llc	7028447584	2400087	255657	8/16/2023	11,497.00
<b>Savvas Learning Company Llc Total</b>					<b>11,497.00</b>
School Health Corporation	4209994-00	2400020	255658	8/16/2023	2,391.93
	4229450-01	2400199	255658	8/16/2023	45.82
	4229450-00	2400199	255658	8/16/2023	3,247.89
<b>School Health Corporation Total</b>					<b>5,685.64</b>
School Specialty	2.08133E+11	2400223	255659	8/16/2023	1,117.71
	2.08133E+11	2400495	255659	8/16/2023	6,209.08
	2.08133E+11	2400420	255659	8/16/2023	7,153.75
<b>School Specialty Total</b>					<b>14,480.54</b>
Select Screen Prints	62297	2400386	255660	8/16/2023	1,270.00

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Select Screen Prints Total</b>					<b>1,270.00</b>
<b>Sherwin Williams Company</b>	<b>7846-3</b>	2400506	<b>255661</b>	8/16/2023	691.87
	<b>7658-2</b>	2400506	<b>255661</b>	8/16/2023	470.65
	<b>0307-4</b>	2400203	<b>255661</b>	8/16/2023	295.35
	<b>7708-9</b>	2400203	<b>255661</b>	8/16/2023	201.72
	<b>7572-9</b>	2400203	<b>255661</b>	8/16/2023	215.63
	<b>7584-4</b>	2400203	<b>255661</b>	8/16/2023	179.85
	<b>4039-7</b>	2400506	<b>255661</b>	8/16/2023	170.10
	<b>7246-6</b>	2400506	<b>255661</b>	8/16/2023	134.12
	<b>7540-6</b>	2400506	<b>255661</b>	8/16/2023	77.02
	<b>7081-7</b>	2400506	<b>255661</b>	8/16/2023	224.88
	<b>7050-2</b>	2400203	<b>255661</b>	8/16/2023	192.24
	<b>7314-6</b>	2400203	<b>255661</b>	8/16/2023	17.14
	<b>7254-4</b>	2400203	<b>255661</b>	8/16/2023	68.04
	<b>7253-6</b>	2400506	<b>255661</b>	8/16/2023	179.85
<b>Sherwin Williams Company Total</b>					<b>3,118.46</b>
<b>Siteone Landscape Supply, Llc</b>	<b>131585112-001</b>	2400487	<b>255662</b>	8/16/2023	139.54
	<b>131573850-001</b>	2400487	<b>255662</b>	8/16/2023	1,049.55
<b>Siteone Landscape Supply, Llc Total</b>					<b>1,189.09</b>
<b>Smith, Melissa Ann</b>	<b>REMB202308</b>	2400364	<b>255663</b>	8/16/2023	1,607.00
	<b>REMBBEYONDBOOKS</b>	2400427	<b>255663</b>	8/16/2023	3,100.00
<b>Smith, Melissa Ann Total</b>					<b>4,707.00</b>
<b>Spear Corporation</b>	<b>323481</b>	2400413	<b>255664</b>	8/16/2023	2,245.93
<b>Spear Corporation Total</b>					<b>2,245.93</b>
<b>Specialized Education Of Illinois</b>	<b>INV169412</b>	2400527	<b>255665</b>	8/16/2023	4,140.18
<b>Specialized Education Of Illinois Total</b>					<b>4,140.18</b>
<b>Stevens, Lori Joann</b>	<b>REMB202307</b>	2400333	<b>255666</b>	8/16/2023	143.68
<b>Stevens, Lori Joann Total</b>					<b>143.68</b>
<b>Tackett, Cassandra</b>	<b>REMBFS2023</b>	(blank)	<b>255517</b>	8/16/2023	154.55
<b>Tackett, Cassandra Total</b>					<b>154.55</b>
<b>Taylor, Robyn Irene Elaine</b>	<b>MILES202307</b>	(blank)	<b>255518</b>	8/16/2023	157.20
<b>Taylor, Robyn Irene Elaine Total</b>					<b>157.20</b>
<b>Teaching Strategies, Inc</b>	<b>Q-264858</b>	2400302	<b>255667</b>	8/16/2023	2,885.00
<b>Teaching Strategies, Inc Total</b>					<b>2,885.00</b>
<b>Team Automotive And Tire</b>	<b>301489</b>	2400528	<b>255668</b>	8/16/2023	40.00
	<b>7831892</b>	2400461	<b>255668</b>	8/16/2023	2,209.71
	<b>301458</b>	2400528	<b>255668</b>	8/16/2023	40.00
	<b>301414</b>	2400535	<b>255668</b>	8/16/2023	40.00
	<b>7831733</b>	2400461	<b>255668</b>	8/16/2023	3,281.19
	<b>7831788</b>	2400461	<b>255668</b>	8/16/2023	2,484.45
	<b>7831794</b>	2400461	<b>255668</b>	8/16/2023	532.55
	<b>300962</b>	2400331	<b>255668</b>	8/16/2023	40.00
<b>Team Automotive And Tire Total</b>					<b>8,667.90</b>
<b>The Omni Group</b>	<b>2308-7601</b>	2400507	<b>255669</b>	8/16/2023	34.00
<b>The Omni Group Total</b>					<b>34.00</b>
<b>The Traffic Sign Store</b>	<b>T23340</b>	2400411	<b>255670</b>	8/16/2023	215.50
	<b>T23222</b>	2400411	<b>255670</b>	8/16/2023	47.00

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>The Traffic Sign Store Total</b>					<b>262.50</b>
Tk Elevator Corp	3007338044	2400482	255671	8/16/2023	2,872.05
<b>Tk Elevator Corp Total</b>					<b>2,872.05</b>
T-Mobile	STMT07212023	2400006	255526	8/16/2023	1,517.00
<b>T-Mobile Total</b>					<b>1,517.00</b>
Touchtone Communications	2866588	2400013	255527	8/16/2023	149.58
<b>Touchtone Communications Total</b>					<b>149.58</b>
Towanda Water Department	STMT07262023	2400009	255528	8/16/2023	38.50
<b>Towanda Water Department Total</b>					<b>38.50</b>
Trane U.S. Inc.	313752297	2400483	255672	8/16/2023	503.30
	313744903	2400483	255672	8/16/2023	98.79
	313744906	2400423	255672	8/16/2023	5,472.91
	313558968	2400516	255672	8/16/2023	14,013.00
<b>Trane U.S. Inc. Total</b>					<b>20,088.00</b>
Tripp, Daniel R	REMB07262023	2400418	255673	8/16/2023	35.00
<b>Tripp, Daniel R Total</b>					<b>35.00</b>
Uchtorff, Kerry K	MILES202307	(blank)	255519	8/16/2023	40.09
<b>Uchtorff, Kerry K Total</b>					<b>40.09</b>
Uline	166135669	2400438	255674	8/16/2023	1,680.61
	166024144	2400438	255674	8/16/2023	2,674.55
	165999811	2400438	255674	8/16/2023	681.53
	165731316	2400438	255674	8/16/2023	668.90
	165513823	2400438	255674	8/16/2023	689.20
	165435901	2400438	255674	8/16/2023	918.90
	165444798	2400438	255674	8/16/2023	1,283.90
<b>Uline Total</b>					<b>8,597.59</b>
Unifirst Corporation	STMT063023	2400256	255675	8/16/2023	1,386.79
	STMT07312023	2400256	255675	8/16/2023	159.39
<b>Unifirst Corporation Total</b>					<b>1,546.18</b>
Union Roofing	511993	2400412	255676	8/16/2023	848.00
<b>Union Roofing Total</b>					<b>848.00</b>
United Pipe & Supply Co, Inc	3325482	2400410	255677	8/16/2023	126.53
	3324669	2400490	255677	8/16/2023	294.00
<b>United Pipe &amp; Supply Co, Inc Total</b>					<b>420.53</b>
Ups	0000yr6326283	2400310	255678	8/16/2023	14.82
<b>Ups Total</b>					<b>14.82</b>
Vale, Angela Gwyn	MILES202307	(blank)	255520	8/16/2023	191.39
<b>Vale, Angela Gwyn Total</b>					<b>191.39</b>
Vanguard Energy Services, Llc	G404551080723	2400004	255529	8/16/2023	8,902.42
<b>Vanguard Energy Services, Llc Total</b>					<b>8,902.42</b>
Vernier Software	Q1094345-000	2400426	255679	8/16/2023	3,753.33
<b>Vernier Software Total</b>					<b>3,753.33</b>
Veterans Floors Inc.	2439	2400444	255680	8/16/2023	21,370.00

**Expenditure Summary Report**

From Date: 8/16/2023  
To Date: 8/16/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Veterans Floors Inc. Total</b>					<b>21,370.00</b>
Village Of Carlock.	4810	2400012	255530	8/16/2023	22.50
	2023-1	2400318	255681	8/16/2023	180.00
<b>Village Of Carlock. Total</b>					<b>202.50</b>
Vista Learning, Nfp	VL123-1283	2305483	255682	8/16/2023	23,110.20
<b>Vista Learning, Nfp Total</b>					<b>23,110.20</b>
Vital Education And Supply Inc	Inv23-576	2400416	255683	8/16/2023	325.50
<b>Vital Education And Supply Inc Total</b>					<b>325.50</b>
Water Products Company Of Illinois,	2381851	2400408	255684	8/16/2023	127.25
<b>Water Products Company Of Illinois, Total</b>					<b>127.25</b>
Watts Copy Systems, Inc. - Leasing	34573642	2400329	255685	8/16/2023	6,952.46
<b>Watts Copy Systems, Inc. - Leasing Total</b>					<b>6,952.46</b>
Wharton, Jodi	MILES202306	(blank)	255521	8/16/2023	39.17
<b>Wharton, Jodi Total</b>					<b>39.17</b>
Wilcox Electric & Services Inc.	230596	2400446	255686	8/16/2023	855.00
<b>Wilcox Electric &amp; Services Inc. Total</b>					<b>855.00</b>
Winsupply	353931.01	2400406	255687	8/16/2023	198.92
	354683 01	2400406	255687	8/16/2023	279.00
	354540.01	2400406	255687	8/16/2023	77.73
	354167 01	2400406	255687	8/16/2023	308.55
	353799 01	2400406	255687	8/16/2023	2,201.66
	353433 01	2400406	255687	8/16/2023	111.07
	353451 01	2400406	255687	8/16/2023	29.76
	352987 01	2400406	255687	8/16/2023	84.87
	352909 01	2400406	255687	8/16/2023	40.00
	352856 01	2400406	255687	8/16/2023	35.05
<b>Winsupply Total</b>					<b>3,366.61</b>
Witzig, David G	REMB202306	2400473	255688	8/16/2023	81.00
<b>Witzig, David G Total</b>					<b>81.00</b>
YWCA	FOR2023-24	2400522	255689	8/16/2023	10,000.00
<b>YWCA Total</b>					<b>10,000.00</b>
<b>Grand Total</b>					<b>2,126,659.74</b>

**Expenditure Summary Report**

From Date: 8/16/2023  
 To Date: 8/16/2023

Fund	Amount
10	483,775.38
20	244,968.66
30	6,510.60
40	1,277,804.00
80	56,902.70
90	56,698.40
<b>Grand Total</b>	<b>2,126,659.74</b>

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 06/30/2023

Fiscal Year: 2022-2023

**ASSETS**

Educational Fund	
Cash (+)	\$18,835,395.35
Other Assets (+)	\$392.01
Sub-total : Educational Fund	\$18,835,787.36
Operations & Maintenance Fund	
Cash (+)	\$1,328,867.54
Other Assets (+)	\$2,331.15
Sub-total : Operations & Maintenance Fund	\$1,331,198.69
Debt Service Fund	
Cash (+)	\$18,593,885.89
Sub-total : Debt Service Fund	\$18,593,885.89
Transportation Fund	
Cash (+)	\$1,525,971.40
Sub-total : Transportation Fund	\$1,525,971.40
Social Security Fund	
Cash (+)	\$1,229,476.36
Sub-total : Social Security Fund	\$1,229,476.36
Municiple Retirement Fund	
Cash (+)	\$1,452,347.51
Sub-total : Municiple Retirement Fund	\$1,452,347.51
Working Cash Fund	
Cash (+)	\$20,319,339.38
Investments (+)	\$43,096,830.77
Sub-total : Working Cash Fund	\$63,416,170.15
Tort Immunity Fund	
Cash (+)	\$731,908.76
Sub-total : Tort Immunity Fund	\$731,908.76
Life Safety Fund	
Cash (+)	\$560,181.76
Sub-total : Life Safety Fund	\$560,181.76
<b>Total : ASSETS</b>	<b>\$107,676,927.88</b>

**LIABILITIES**

Educational Fund	
Payroll Withholdings (+)	\$399,880.96
Other Liabilities (+)	\$37,607.09
Sub-total : Educational Fund	\$437,488.05
Tort Immunity Fund	

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report As of 06/30/2023**

Fiscal Year: 2022-2023

Payroll Withholdings (+)	\$478.39
Sub-total : Tort Immunity Fund	\$478.39
<b>Total : LIABILITIES</b>	<b>\$437,966.44</b>
<b>FUND BALANCE</b>	
Educational Fund	
Fund Balance (+)	\$17,433,789.32
Sub-total : Educational Fund	\$17,433,789.32
Operations & Maintenance Fund	
Fund Balance (+)	\$1,215,231.18
Sub-total : Operations & Maintenance Fund	\$1,215,231.18
Debt Service Fund	
Fund Balance (+)	\$19,688,044.19
Sub-total : Debt Service Fund	\$19,688,044.19
Transportation Fund	
Fund Balance (+)	\$3,484,361.72
Sub-total : Transportation Fund	\$3,484,361.72
Social Security Fund	
Fund Balance (+)	\$1,174,877.58
Sub-total : Social Security Fund	\$1,174,877.58
Municiple Retirement Fund	
Fund Balance (+)	\$1,009,060.70
Sub-total : Municiple Retirement Fund	\$1,009,060.70
Working Cash Fund	
Fund Balance (+)	\$69,835,374.12
Sub-total : Working Cash Fund	\$69,835,374.12
Tort Immunity Fund	
Fund Balance (+)	\$711,577.74
Sub-total : Tort Immunity Fund	\$711,577.74
Life Safety Fund	
Fund Balance (+)	\$392,683.82
Sub-total : Life Safety Fund	\$392,683.82
<b>NET CHANGE IN FUND BALANCE</b>	
<b>NET CHANGE IN FUND BALANCE (+)</b>	<b>(\$7,706,038.93)</b>
Sub-total : NET CHANGE IN FUND BALANCE	(\$7,706,038.93)
<b>Total : FUND BALANCE</b>	<b>\$107,238,961.44</b>

**CUSD No. 5, McLean and Woodford Counties, Illinois**

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**Unit 5 Treasurer's Report As of 06/30/2023**

Fiscal Year: 2022-2023

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**Total LIABILITIES + FUND BALANCE**

**\$107,676,927.88**

**End of Report**

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report For the Period 06/01/2023 through 06/30/2023**

Fiscal Year: 2022-2023

	<u>06/01/2023 - 06/30/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE COLLECTED</b>					
Educational Fund					
Local Sources (+)	\$22,093,871.94	\$76,645,156.14	\$77,189,999.89	\$544,843.75	99.3%
State Sources (+)	\$2,118,716.39	\$26,498,655.83	\$26,168,961.60	(\$329,694.23)	101.3%
Federal Sources (+)	\$466,446.24	\$15,227,752.30	\$13,854,342.36	(\$1,373,409.94)	109.9%
Sub-total : Educational Fund	\$24,679,034.57	\$118,371,564.27	\$117,213,303.85	(\$1,158,260.42)	101.0%
Operations & Maintenance Fund					
Local Sources (+)	\$4,008,626.06	\$12,668,696.27	\$12,609,884.00	(\$58,812.27)	100.5%
State Sources (+)	\$0.00	\$50,000.00	\$50,000.00	\$0.00	100.0%
Sub-total : Operations & Maintenance Fund	\$4,008,626.06	\$12,718,696.27	\$12,659,884.00	(\$58,812.27)	100.5%
Debt Service Fund					
Local Sources (+)	\$11,610,414.56	\$36,144,974.70	\$36,124,385.00	(\$20,589.70)	100.1%
Sub-total : Debt Service Fund	\$11,610,414.56	\$36,144,974.70	\$36,124,385.00	(\$20,589.70)	100.1%
Transportation Fund					
Local Sources (+)	\$1,574,997.74	\$4,820,896.97	\$4,818,672.00	(\$2,224.97)	100.0%
State Sources (+)	\$0.00	\$5,923,881.54	\$5,923,881.21	(\$0.33)	100.0%
Federal Sources (+)	\$0.00	\$399,819.00	\$399,819.00	\$0.00	100.0%
Sub-total : Transportation Fund	\$1,574,997.74	\$11,144,597.51	\$11,142,372.21	(\$2,225.30)	100.0%
Social Security Fund					
Local Sources (+)	\$793,902.79	\$2,818,686.17	\$2,909,524.00	\$90,837.83	96.9%
Sub-total : Social Security Fund	\$793,902.79	\$2,818,686.17	\$2,909,524.00	\$90,837.83	96.9%
Municiple Retirement Fund					
Local Sources (+)	\$715,019.18	\$2,235,592.79	\$2,233,724.00	(\$1,868.79)	100.1%
Sub-total : Municiple Retirement Fund	\$715,019.18	\$2,235,592.79	\$2,233,724.00	(\$1,868.79)	100.1%
Working Cash Fund					
Local Sources (+)	\$432,013.53	\$2,050,796.03	\$2,019,332.00	(\$31,464.03)	101.6%
Sub-total : Working Cash Fund	\$432,013.53	\$2,050,796.03	\$2,019,332.00	(\$31,464.03)	101.6%
Tort Immunity Fund					
Local Sources (+)	\$1,921,252.83	\$5,943,674.89	\$6,068,937.00	\$125,262.11	97.9%
Sub-total : Tort Immunity Fund	\$1,921,252.83	\$5,943,674.89	\$6,068,937.00	\$125,262.11	97.9%
Life Safety Fund					
Local Sources (+)	\$393,777.35	\$1,194,847.24	\$1,194,832.00	(\$15.24)	100.0%
Sub-total : Life Safety Fund	\$393,777.35	\$1,194,847.24	\$1,194,832.00	(\$15.24)	100.0%
<b>Total : REVENUE COLLECTED</b>	<b>\$46,129,038.61</b>	<b>\$192,623,429.87</b>	<b>\$191,566,294.06</b>	<b>(\$1,057,135.81)</b>	<b>100.6%</b>
<b>EXPENDITURES PAID</b>					
Educational Fund					
Salaries (-)	\$8,196,744.08	\$90,670,335.39	\$89,378,622.75	(\$1,291,712.64)	101.4%
Employee Benefits (-)	\$3,303,526.10	\$18,807,075.30	\$18,537,497.03	(\$269,578.27)	101.5%
Purchased Services (-)	\$318,011.79	\$2,299,961.41	\$3,337,869.10	\$1,037,907.69	68.9%
Supplies and Materials (-)	\$523,776.72	\$7,583,235.11	\$8,314,768.96	\$731,533.85	91.2%
Capital Outlay (-)	\$0.00	\$1,029,260.70	\$192,579.74	(\$836,680.96)	534.5%

Operating Statement with Budget

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report For the Period 06/01/2023 through 06/30/2023**

Fiscal Year: 2022-2023

	<u>06/01/2023 - 06/30/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$419,192.33	\$4,269,374.68	\$4,659,295.50	\$389,920.82	91.6%
Non-Capitalized Equipment (-)	\$28,246.78	\$181,036.43	\$233,352.00	\$52,315.57	77.6%
Sub-total : Educational Fund	(\$12,789,497.80)	(\$124,840,279.02)	(\$124,653,985.08)	\$186,293.94	100.1%
<b>Operations &amp; Maintenance Fund</b>					
Salaries (-)	\$575,671.87	\$6,369,645.99	\$6,522,285.14	\$152,639.15	97.7%
Employee Benefits (-)	\$86,197.52	\$1,035,271.73	\$1,047,340.00	\$12,068.27	98.8%
Purchased Services (-)	\$113,510.53	\$1,377,458.56	\$1,460,786.00	\$83,327.44	94.3%
Supplies and Materials (-)	\$233,438.57	\$3,429,561.62	\$3,459,148.00	\$29,586.38	99.1%
Capital Outlay (-)	\$76,457.51	\$834,552.58	\$674,874.12	(\$159,678.46)	123.7%
Other Objects (-)	\$45.00	\$1,002.50	\$2,454.00	\$1,451.50	40.9%
Non-Capitalized Equipment (-)	\$0.00	\$5,349.69	\$15,790.00	\$10,440.31	33.9%
Sub-total : Operations & Maintenance Fund	(\$1,085,321.00)	(\$13,052,842.67)	(\$13,182,677.26)	(\$129,834.59)	99.0%
<b>Debt Service Fund</b>					
Other Objects (-)	\$13,463.20	\$38,104,031.86	\$38,107,091.11	\$3,059.25	100.0%
Sub-total : Debt Service Fund	(\$13,463.20)	(\$38,104,031.86)	(\$38,107,091.11)	(\$3,059.25)	100.0%
<b>Transportation Fund</b>					
Salaries (-)	\$16,464.50	\$217,164.39	\$232,567.66	\$15,403.27	93.4%
Employee Benefits (-)	\$8,269.00	\$55,160.92	\$55,861.94	\$701.02	98.7%
Purchased Services (-)	\$1,205,039.63	\$10,526,869.46	\$11,888,514.00	\$1,361,644.54	88.5%
Supplies and Materials (-)	\$43,369.11	\$1,551,475.58	\$1,679,850.00	\$128,374.42	92.4%
Capital Outlay (-)	\$0.00	\$729,386.53	\$693,764.00	(\$35,622.53)	105.1%
Other Objects (-)	\$30.00	\$232.25	\$2,036.00	\$1,803.75	11.4%
Non-Capitalized Equipment (-)	\$0.00	\$22,698.70	\$18,039.00	(\$4,659.70)	125.8%
Sub-total : Transportation Fund	(\$1,273,172.24)	(\$13,102,987.83)	(\$14,570,632.60)	(\$1,467,644.77)	89.9%
<b>Social Security Fund</b>					
Employee Benefits (-)	\$240,335.87	\$2,764,087.39	\$2,800,763.78	\$36,676.39	98.7%
Sub-total : Social Security Fund	(\$240,335.87)	(\$2,764,087.39)	(\$2,800,763.78)	(\$36,676.39)	98.7%
<b>Municipal Retirement Fund</b>					
Employee Benefits (-)	\$139,976.73	\$1,792,305.98	\$2,201,198.68	\$408,892.70	81.4%
Sub-total : Municipal Retirement Fund	(\$139,976.73)	(\$1,792,305.98)	(\$2,201,198.68)	(\$408,892.70)	81.4%
<b>Tort Immunity Fund</b>					
Salaries (-)	\$213,181.82	\$2,568,774.60	\$2,545,699.75	(\$23,074.85)	100.9%
Employee Benefits (-)	\$104,589.42	\$734,800.01	\$1,040,707.61	\$305,907.60	70.6%
Purchased Services (-)	\$26,083.75	\$2,237,336.99	\$2,283,111.00	\$45,774.01	98.0%
Supplies and Materials (-)	\$8,882.68	\$39,582.19	\$90,364.00	\$50,781.81	43.8%
Capital Outlay (-)	\$0.00	\$81,867.31	\$41,596.00	(\$40,271.31)	196.8%
Other Objects (-)	\$150.00	\$445.00	\$101,371.00	\$100,926.00	0.4%
Non-Capitalized Equipment (-)	\$220,047.00	\$261,016.16	\$2,959.00	(\$258,057.16)	8821.1%
Sub-total : Tort Immunity Fund	(\$572,934.67)	(\$5,923,822.26)	(\$6,105,808.36)	(\$181,986.10)	97.0%
<b>Life Safety Fund</b>					
Purchased Services (-)	\$5,925.00	\$140,812.30	\$232,000.00	\$91,187.70	60.7%
Capital Outlay (-)	\$352,231.56	\$886,537.00	\$928,000.00	\$41,463.00	95.5%

Operating Statement with Budget

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Treasurer's Report For the Period 06/01/2023 through 06/30/2023**

Fiscal Year: 2022-2023

	<u>06/01/2023 - 06/30/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Life Safety Fund	(\$358,156.56)	(\$1,027,349.30)	(\$1,160,000.00)	(\$132,650.70)	88.6%
<b>Total : EXPENDITURES PAID</b>	<b>(\$16,472,858.07)</b>	<b>(\$200,607,706.31)</b>	<b>(\$202,782,156.87)</b>	<b>(\$2,174,450.56)</b>	<b>98.9%</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Educational Fund					
Capital Lease Proceeds (+)	\$0.00	\$23,000.74	\$23,000.74	\$0.00	100.0%
Transfers In (+)	\$8,200,000.00	\$8,200,000.00	\$8,200,000.00	\$0.00	100.0%
Transfers Out (-)	\$20,857.80	\$789,776.00	\$789,776.00	\$0.00	100.0%
Sub-total : Educational Fund	\$8,179,142.20	\$7,433,224.74	\$7,433,224.74	\$0.00	100.0%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$19,010.00	\$19,010.00	\$0.00	100.0%
Capital Lease Proceeds (+)	\$33,075.65	\$236,226.77	\$203,151.12	(\$33,075.65)	116.3%
Transfers In (+)	\$270,000.00	\$270,000.00	\$270,000.00	\$0.00	100.0%
Transfers Out (-)	\$20,000.00	\$75,122.86	\$75,122.86	\$0.00	100.0%
Sub-total : Operations & Maintenance Fund	\$283,075.65	\$450,113.91	\$417,038.26	(\$33,075.65)	107.9%
Debt Service Fund					
Transfers In (+)	\$40,857.80	\$864,898.86	\$864,898.86	\$0.00	100.0%
Sub-total : Debt Service Fund	\$40,857.80	\$864,898.86	\$864,898.86	\$0.00	100.0%
Working Cash Fund					
Transfers Out (-)	\$8,470,000.00	\$8,470,000.00	\$8,470,000.00	\$0.00	100.0%
Sub-total : Working Cash Fund	(\$8,470,000.00)	(\$8,470,000.00)	(\$8,470,000.00)	\$0.00	100.0%
<b>Total : OTHER FINANCING SOURCES (USES)</b>	<b>\$33,075.65</b>	<b>\$278,237.51</b>	<b>\$245,161.86</b>	<b>(\$33,075.65)</b>	<b>113.5%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$29,689,256.19</b>	<b>(\$7,706,038.93)</b>	<b>(\$10,970,700.95)</b>	<b>(\$3,264,662.02)</b>	<b>70.2%</b>

End of Report

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Self-Funded Insurance As of 06/30/2023**

Fiscal Year: 2022-2023

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**ASSETS**

Current Assets

Cash In Bank (+) \$2,804,098.26

Accounts Receivable (+) \$84,511.87

Sub-total : Current Assets \$2,888,610.13

**Total : ASSETS**

\$2,888,610.13

**LIABILITIES**

Current Liabilities

Other Current Liabilities (+) \$2,097.54

Sub-total : Current Liabilities \$2,097.54

**Total : LIABILITIES**

\$2,097.54

**FUND BALANCE**

Fund Balance

Fund Balance (+) \$3,150,948.32

Sub-total : Fund Balance \$3,150,948.32

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE (\$264,435.73)

(+)

Sub-total : NET CHANGE IN FUND (\$264,435.73)

BALANCE

**Total : FUND BALANCE**

\$2,886,512.59

**Total LIABILITIES + FUND BALANCE**

\$2,888,610.13

End of Report

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Unit 5 Self-Funded Insurance For the Period 06/01/2023 through 06/30/2023**

Fiscal Year: 2022-2023

	06/01/2023 - 06/30/2023	Year To Date
<b>REVENUE COLLECTED</b>		
Revenue From Payroll		
Board Contributions (+)	\$1,143,076.00	\$13,395,997.00
Employee Contributions (+)	\$238,350.74	\$3,008,900.48
Sub-total : Revenue From Payroll	<u>\$1,381,426.74</u>	<u>\$16,404,897.48</u>
Revenue From Other Sources		
Retiree Contributions (+)	\$121,579.97	\$585,893.28
Cobra Contributions (+)	\$5,604.16	\$34,146.21
Interest & Dividends (+)	\$5,912.69	\$60,857.76
Sub-total : Revenue From Other Sources	<u>\$133,096.82</u>	<u>\$680,897.25</u>
<b>Total : REVENUE COLLECTED</b>	<u>\$1,514,523.56</u>	<u>\$17,085,794.73</u>
<b>EXPENDITURES PAID</b>		
Operating Expenditures		
Heath Ins Claims (-)	\$1,483,209.91	\$16,077,095.40
HSA Contributions (-)	\$4,377.37	\$96,581.30
Health Ins Admin Fees (-)	\$95,998.11	\$1,135,772.21
Other Fees & Expense (-)	\$0.00	\$40,781.55
Sub-total : Operating Expenditures	<u>(\$1,583,585.39)</u>	<u>(\$17,350,230.46)</u>
<b>Total : EXPENDITURES PAID</b>	<u>(\$1,583,585.39)</u>	<u>(\$17,350,230.46)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(\$69,061.83)</u>	<u>(\$264,435.73)</u>

End of Report

### **Qualifications, Term, and Duties of Board Officers**

The Board officers are: President, Vice President, Secretary, and Treasurer (who is not a member of the Board). These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a 1-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, subject to Board approval;
4. Attend and observe any Board committee meeting at the President's discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as or appoint a designee to serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members;
11. Serve as or appoint a designee to serve as the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and Board Policy 5.30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all meetings in a manner equal to all other Board members.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a 1-year term.

The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary from its members for a 1-year term.

The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election official for the District;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board Policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Clerk of the Board

The Clerk of the Board, who is a staff member, is appointed annually by the Board and renders services as necessitated by Board activity. The Clerk shall:

1. Assist the Secretary by taking the minutes for all open Board Meetings;
2. Assemble Board meeting material and provide it along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Clerk of the Board or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be appointed annually prior to the fiscal year and be a non-Board member who renders his or her services as necessitated by Board activity.

The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees;
3. Have a financial background or related experience, or 12 credit hours of college-level accounting;
4. Furnish a bond, which shall be approved by a majority of the full Board;
5. Maintain custody of District funds;

6. Maintain records of District funds and balances;
7. Prepare a monthly reconciliation report for the Superintendent and Board;
8. Receive, hold, and expend District funds only upon the order of the Board; and
9. Perform those duties in Section 8-17 of the School Code.

In the event of absence from the District by the Treasurer, the Secretary or President of the Board shall be automatically empowered to sign checks.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/17-1, 5/21B-85, and 5/22-94.  
5 ILCS 120/7, Open Meetings Act  
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.105 (Ethics and Gift Ban), 2.150 (Committees), 2.210 (Organizational School Board Meeting), 2.220 (School Board Meeting Procedure), 5.30 (Hiring Process and Criteria)

**Exhibit - Immediately Available District Public Records and  
 Web-Posted Reports and Records**

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked (\*) are posted on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked (\*) public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<ul style="list-style-type: none"> <li>* Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</li> <li>* Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</li> <li>* Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</li> </ul>	5 ILCS 120/2.02.
<ul style="list-style-type: none"> <li>* Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days</li> </ul>	5 ILCS 120/2.06(b).
<ul style="list-style-type: none"> <li>* Description of the District and its records including:                             <ul style="list-style-type: none"> <li>▪ Summary of the District's purpose</li> <li>▪ Functional subdivisions</li> <li>▪ Total amount of operating budget</li> <li>▪ Number and location of all of its separate offices</li> <li>▪ Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)</li> <li>▪ Identification and membership of the Board</li> <li>▪ Brief description of the methods whereby the public may request information and public records</li> <li>▪ Directory information for the Freedom of Information Officer</li> <li>▪ Address where requests for public records should be directed</li> </ul> </li> </ul>	5 ILCS 140/4.  The District must prominently post the list at each administrative office and make it available for inspection and copying.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<ul style="list-style-type: none"> <li>▪ Fees</li> </ul>	
<p>* A hyperlink to an email address(es) for members of the public to communicate with members of the Board</p>	<p>50 ILCS 205/20.</p> <p>The hyperlink must be easily accessible from the District's home page.</p>
<p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using Ill. State Board of Education (ISBE) <i>School District Budget Form</i> (50-36) or the summary pages from it.</p> <p>The District must notify its students' parents/guardians when the budget is web-posted along with its website address.</p>
<p>* District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by October 31 of each year, unless otherwise provided by law)</p>	<p>105 ILCS 5/10-17a, amended by P.A.s 102-16, 102-294, 102-539, and 102-594.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must:</p> <ol style="list-style-type: none"> <li>(1) present them at a regular Board meeting,</li> <li>(2) post them on the District's website,</li> <li>(3) make them available to a newspaper of general circulation serving the District, and</li> <li>(4) upon request, send them home to parents/guardians.</li> </ol> <p>The District also must send a written notice home to parents/guardians stating:</p> <ol style="list-style-type: none"> <li>(1) that the Report Cards are available on the website,</li> <li>(2) the website's address,</li> <li>(3) that a printed copy will be sent upon request, and</li> <li>(4) the telephone number to request a printed copy.</li> </ol>
<p>* A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before December 1, the District must submit to ISBE</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
	an annual report on all contracts over \$25,000 awarded during the previous fiscal year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by December 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
* Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year.	105 ILCS 5/17-1.1, amended by P.A. 102-1088.  The report must be:  (1) Approved by the Board at an open meeting that allows for public comments, and (2) Primarily in checklist form and approximately one page in length.
Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District:  1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned;  2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and  3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See <a href="http://www.sba.gov/federal-contracting/contracting-guide/size-standards">www.sba.gov/federal-contracting/contracting-guide/size-standards</a> ).	35 ILCS 200/18-50.2, added by P.A. 102-265.  The law does not define electronically publish; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.
* Explanation of the data elements of covered information that the District	105 ILCS 85/27(a)(1).

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<p>collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>* A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), &amp; (3), including the right to:</p> <ol style="list-style-type: none"> <li>1. Inspect and review their child's covered information</li> <li>2. Request a paper or electronic copy of their child's covered information</li> <li>3. Request corrections for factual inaccuracies contained in their child's covered information.</li> </ol>	<p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>* A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> <li>1. Copy of the agreement</li> <li>2. Business address</li> <li>3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors</li> </ol>	<p>105 ILCS 85/27(a)(2) &amp; (3).</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c).</p> <p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>* A list of breaches of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include:</p> <ol style="list-style-type: none"> <li>1. Number of students whose covered information was involved in the breach, unless the breach involved personal information as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed</li> <li>2. Date, estimated date, or estimated date range of the breach</li> <li>3. Name of the operator, if applicable</li> </ol>	<p>105 ILCS 85/27(a)(5).</p> <p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<p>* <i>Board Policy 7.180 Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>* Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p>	<p>105 ILCS 5/27-23.7(b)(10) &amp; (11).</p>
<p>* Contact information for the District's Title IX Coordinator(s) and Board policies 2:260, Uniform Grievance Procedure; and 2:265, Title IX Sexual Harassment Grievance Procedure</p>	<p>34 C.F.R. §106.8.</p>
<p>* Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators</p>	<p>34 C.F.R. §106.45(b)(10)(i)(D). Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the board attorney regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the potential for intellectual property violations, suggesting that districts either "secure permission from the consultant to publish the training materials" or create their own training materials. 85 Fed. Reg. 30412.</p>
<p>* Board policy 7:20, Harassment of Students Prohibited, and age-appropriate explanations of its contents in student handbook(s)</p>	<p>105 ILCS 5/10-20.69.</p> <p>The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.</p>
<p>* <i>Board Policy 7.290 Suicide and Depression Awareness and Prevention</i></p>	<p>105 ILCS 5/2-3.166, amended by P.A. 102-267.</p>
<p>* Contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students</p>	<p>105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813.</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<p>* Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.</p>	<p>105 ILCS 5/10-20.47.</p> <p>Annually on or before October 1:</p> <p>(1) the information must be presented at a regular Board meeting and posted on the District’s website, and</p> <p>(2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.</p>
<p>* All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public</p>	<p>105 ILCS 5/10-21.3.</p> <p>This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality.</p> <p>See policy 7:30, Student Assignment and Intra-District Transfer.</p>
<p>* Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position</p>	<p>40 ILCS 5/16-150.1, amended by P.A. 102-440.</p> <p>The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024.</p>
<p>* Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination</p>	<p>50 ILCS 205/3c, amended by P.A. 100-1040.</p> <p>Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p><b>NOTE:</b> The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, eff. 1-1-19, prohibits an employee of a school district with contract provisions from receiving any severance if he or she is fired for <i>misconduct</i> by the board, which includes sexual harassment and/or discrimination. Id. at</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	415/5. For more discussion about the reconciling these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i> .
<p>* As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p>	<p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p> <p>The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.</p>
<p>* As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.</p> <p><b>NOTE</b> ~ <i>As of 10/1/15, a response has not yet been received from the Illinois Attorney General's office to a request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</i></p>	<p>5 ILCS 120/7.3.</p> <p>The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>* As an employer that participates in IMRF, a link to information posted on the IMRF website at: <a href="http://www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information">www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information</a></p>	40 ILCS 5/7-135.5.
<p>* Board policy 5.120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest</p>	105 ILCS 5/22-85.5(e), added by P.A. 102-676.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
<p>The total number of personnel with a school support personnel endorsement, and for each endorsement area:</p> <ol style="list-style-type: none"> <li>1. Those actively employed by the District on a full-time basis;</li> <li>2. Those actively employed by the District on a part-time basis; and</li> <li>3. Those actively employed by a special education cooperative providing services to students in the District</li> </ol>	<p>105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.</p>
The total number of students enrolled in the District and of that total, the number of students with an individualized education program or Section 504 plan	<p>105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.</p>
* Names of Board members who have completed professional development leadership training	<p>105 ILCS 5/10-16a, amended by P.A. 102-638, requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities.</p> <p>5 ILCS 120/1.0(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board.</p> <p>105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.</p>
Immunization data reported to ISBE by each November 15	<p>105 ILCS 5/27-8.1(6).</p> <p>By December 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The data,</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
	<p>not its format, must be identical to the data reported to ISBE.</p> <p>Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.</p>
<p>Information on mental health issues and local treatment resources</p>	<p>The Ill. House of Representatives encouraged this in HR 478 (99<sup>th</sup> General Assembly, 5/31/15)</p>
<p>All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools</p>	<p>105 ILCS 5/22-82(b).</p> <p>These must be made available to parents and/or guardians through the District's website or paper handouts.</p>
<p>* The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.</p>	<p>105 ILCS 5/10-30(6).</p>
<p>* If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials</p>	<p>105 ILCS 5/27-9.1a, added by P.A. 102-522.</p>
<p>* Board policy 6:135, Accelerated Placement Program</p>	<p>23 Ill. Admin. Code §227.60(a).</p>
<p>* Board policy 7.70, <i>Attendance and Truancy</i></p>	<p>23 Ill. Admin. Code §207.20(b).</p>

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### **Purchases and Contracts**

The Superintendent or designee shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Attorney for the District shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4.150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of:
  - (1) each vendor, product, or service provided,
  - (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and
  - (3) how the revenue was used and to whom the non-monetary remuneration was distributed.

The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and *Board policy 4.70, Resource Conversation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f):
    - (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s);
    - (2) prohibits any of the contractor's employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and
    - (3) require each of its employees who will have direct, daily contact at a District school or school-related activity with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/22-94:
    - (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose;
    - (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR;
    - (3) maintain all records of EHRs and provide the District access to such records upon request; and
    - (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
  - c. In accordance with 105 ILCS 5/24-5:
    - (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and
    - (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis

screening, as required by the Illinois Dept. of Public Health rules or order of a local health official.

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall:

- (1) execute the reporting and website posting mandates in State law concerning District contracts, and
- (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.  
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq.,  
5/22-94, and 5/24-5.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2.100 (Board Member Conflict of Interest), 4.70 (Resource Conservation),  
4.150 (Facility Management and Building Programs), 4.175 (Convicted Child  
Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child  
Reporting)

**Administrative Procedure - Purchases**

The Attorney for the District should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

- A Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent or designee.
  2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):
    - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.
    - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
  3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act. "Contractor" is defined in the Illinois Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for specific performance under a contract of \$5,000 or more."
  4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS 5/28A of the *School Code*), may be considered as a bid. 105 ILCS 5/10-20.21(d).
  5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.
  6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by Administrative Procedure 2.170-AP1, *Qualification Based Selection*.
  7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).
  8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and:

- (a) not allow any of its employees to have direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c);
  - (b) prohibit any of its employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;
  - (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and
  - (d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See Administrative Procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*.
9. For each position involving direct contact with children or students, each contractor must perform sexual misconduct related employment history reviews (EHRs) of its employees as required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, and:
- (a) prohibit any of its employees from having direct contact with children or students if the contractor has not performed an EHR;
  - (b) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by an HER, and prohibit any such employee from having direct contact with children or students;
  - (c) immediately inform the District of any instances of sexual misconduct involving an employee as provided in 105 ILCS 5/22-94(j)(3);
  - (d) prohibit any of its employees from having direct contact with children or students if the District objects to the employee's assignment after being informed of an instance of sexual misconduct;
  - (e) maintain all records of EHRs and provide copies of such records upon the District's request; and
  - (f) not enter into any agreements prohibited by 105 ILCS 5/22-94(g). See 4.60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees.
10. Each contractor with the District must comply with 105 ILCS 5/24-5 and:
- (a) concerning each new employee who will provide services to students or in school, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and
  - (b) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

11. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).
  12. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.
- B. To the extent feasible, the following govern all purchases, and/or the award of contracts for, supplies, materials or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
  2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for purchase of supplies, and materials, or work. 105 ILCS 5/10-20.21(a).
1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
    - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
    - b. Printing of finance committee reports and departmental reports;
    - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
    - d. Perishable foods and perishable beverages;
    - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
    - f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
    - g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
    - h. Duplicating machines and supplies;
    - i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;

- j. Equipment previously owned by some entity other than the District itself;
- k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- l. Goods or services procured from another governmental agency;
- m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
- n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
- o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A;
- p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price; and
- q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section q. The food supplier data shall also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

- 2. Competitive bidding process:
  - a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District. 105 ILCS 5/10-20.21(a).
  - b. The following information should be included in the advertisement for bids:
    - 1) A description of the materials, supplies or work involved;
    - 2) Completion or delivery date requirements;
    - 3) Requirements for bids, bonds, and/or deposits;
    - 4) Requirements for performance, labor, and material payment bonds;
    - 5) Date, time, and place of the bid opening;
    - 6) The approximate time period between the opening of bids and the award of the contract; and
    - 7) Any other useful information.
  - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
  - d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a)
  - e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened

electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):

- 1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
  - 2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
  - f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
  - g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.
3. Following the opening of bids, the Superintendent or designee (and Attorney for the District, if needed) determines the lowest responsible bidder and verify the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent or designee recommends a bidder other than the lowest bidder, the Superintendent or designee must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.
  4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, 5/22-94, and 5/24-5.  
30 ILCS 580/, Ill. Drug Free Workplace Act.  
35 ILCS 105/, Ill. Use Tax Act.  
50 ILCS 510/, Local Government Professional Services Selection Act.  
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

**Administrative Procedure – Criminal History Records Check of Contractor Employees**

Use this procedure to implement the *complete criminal history records check* referenced in 5.30-AP2, *Investigations*, that is required when an employee of a contractor will have direct, daily contact with one or more students.

Actor	Action
Firm Contracting with the District, referred to herein as “contractor”	<ul style="list-style-type: none"> <li>▪ Prohibit any of the contractor’s employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), amended by P.A. 102-552.</li> <li>▪ Prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense.</li> <li>▪ Requires each employee who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her. 105 ILC 5/10-21.9(f).</li> <li>▪ Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</li> <li>▪ Follows 4.60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i>, if the contractor’s employees will have <i>direct contact with children or students</i>, as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.</li> </ul>
Superintendent or designee	<ul style="list-style-type: none"> <li>▪ To ensure that a contractor complies with the fingerprint-based criminal history records check under 105 ILCS 5/10-21.9, may require the following sample language or similar language be included in each contract with any firm whenever any employee of the firm will have direct, daily contact at a District school or school-related activity with one or more students. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employees sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact at a District school or school-related activity with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the</li> </ul>

Adopted: July 9, 2014  
 Reviewed: July 2023  
 Amended: August 16, 2023

Actor	Action
	<p>individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact at a District school or school-related activity with one or more students is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.</p> <ul style="list-style-type: none"> <li>▪ Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact at a District school or school-related activity with one or more students. 105 ILCS 5/10-21.9(f). See Administrative Procedure 5.30-AP2, <i>Investigations</i>. Screens the individual's name and address against the: (1) Illinois Sex Offender Registry, <a href="http://www.isp.state.il.us/sor/">www.isp.state.il.us/sor/</a>, and (2) the Violent Offender Against Youth Registry maintained by the Ill. State Police, <a href="http://www.isp.illinois.gov/MVOAY/Disclaimer">www.isp.illinois.gov/MVOAY/Disclaimer</a>. The fingerprint-based criminal history records check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5.30-AP2, <i>Investigations</i>.</li> <li>▪ Whenever a contractor sends an employee who will have direct, daily contact at a District school or school-related activity with a student(s) to the District for the first time, <b>ASKS</b> the contractor:             <ol style="list-style-type: none"> <li>1. Will this employee be assigned to more than one school district? <b>IF YES</b>, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).</li> <li>2. Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? <b>IF YES</b>, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(f-5).</li> </ol> <p><b>NOTE:</b> State law does not define "within the last year."</p> </li> <li>▪ Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, <b>FIRST</b> determines if the District conducted the check within the last year. <b>IF YES</b>, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(h).</li> </ul> <p><b>NOTE:</b> An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose</p>

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<b>Actor</b>	<b>Action</b>
	the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.  Follows 4.60-AP4, <i>Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees</i> , if the contractor's employees will have <i>direct contact with children or students</i> , as defined by 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Administrative Procedure – Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees**

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

**Contractor** - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Direct contact with children or students** - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**School** - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Sexual misconduct** - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

Actor	Action
Contractor	<p><u>At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving direct contact with children or students, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, specifically:</u></p> <p>Provides the employee with: (a) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at <a href="http://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf">www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf</a> and (b) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at <a href="http://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf">www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf</a> for the applicant to complete for each current employer and for each former employer where the applicant worked in direct contact with children or students. The Contractor cannot hire an applicant for a position involving direct contact with children or students</p>

Actor	Action
	<p>who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).</p> <p>Reviews the applicant's completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s).</p> <p>Provides to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.</p> <p>Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702, eff. 7-1-23.</p>
<p>Superintendent, Business Manager, or designee</p>	<p>Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23.</p> <p>To ensure the EHR is performed, may require the following sample language or similar language be included in each contract with the Contractor:</p> <p style="padding-left: 40px;">Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing</p>

Actor	Action
	<p>substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee.</p> <p>In performing the EHR, the Contractor agrees it will provide the employee with: (1) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education's (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at <a href="http://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf">www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf</a> and (2) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE's <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at <a href="http://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf">www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf</a> for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District's request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the District objects after the Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a "contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false."</p> <p>For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement,</p>

Adopted: August 16, 2023  
 Reviewed: July 2023  
 Amended:

Actor	Action
	<p>employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.</p> <p>Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3).</p>

Following the EHR of Contractor Employees

Actor	Action
Contractor	<p>Maintains records documenting EHRs as required by law and upon the District's request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23.</p> <p>Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR (2) the Contractor determines the employee is unfit for the position, or (3) the District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702, eff. 7-1-23.</p> <p>Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702, eff. 7-1-23.</p> <p>As appropriate, reports responses received from an applicant's employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. <b>Note:</b> A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS</p>

Actor	Action
	5/22-94 is immune from criminal and civil liability for the disclosure of the information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Business Manager, or designee	<p>Reviews all EHR records provided by the Contractor to evaluate the employee's fitness to be assigned to work in the District.</p> <p>As appropriate, reports responses received from an applicant's employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.</p> <p>If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i>, see the <b>Notification of Alleged Sexual Misconduct</b> subhead.</p> <p>If any of the Contractor's employees will have direct, daily contact with one or more students, conducts a <i>complete criminal history records check</i> of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i>.</p>

### **General Personnel – Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application form in order to be considered for employment.

#### Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent or designee shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See Board policy 5.10, *Equal Employment Opportunity*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. The physical fitness examination and test for tuberculosis examination must be performed by a physician licensed in Illinois, or any other State, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced registered practice nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board policy 5.90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.  
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.  
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, 5/22-94, and 5/24-5.  
20 ILCS 2630/3.3, Criminal Identification Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act  
820 ILCS 70/, Employee Credit Privacy Act.  
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),  
*aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 3.50 (Administrative Personnel Other Than the Superintendent), 4.60 (Purchases and Contracts), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.10 (Equal Employment Opportunity and Minority Recruitment), 5.40 (Communicable and Chronic Infectious Disease), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.220 (Substitute Teachers), 5.280 (Duties and Qualifications)

**General Personnel – Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall:

- 1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and
- 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Any District employee who believes a student is in immediate danger of harm shall first call 911. The employee shall also promptly notify the Superintendent or designee or Building Principal that a report has been made. The Superintendent or designee or Building Principal shall immediately coordinate any necessary notifications to the student's parents/guardians with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [www.report.cybertip.org](http://www.report.cybertip.org) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or designee or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or designee or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.

2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

#### Alleged Incidents of Sexual Abuse: Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

#### Special Superintendent Responsibilities

The Superintendent or designee shall execute the requirements in Board policy 5.150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCR, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.  
105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.  
20 ILCS 1305/1-1 *et seq.*, Department of Human Services Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2.20 (Powers and Duties of the School Board; Indemnification), 3.40 (Superintendent), 3.50 (Administrative Personnel Other Than the Superintendent), 3.60 (Administrative Responsibility of the Building Principal), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.100 (Staff Development Program), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.150 (Personnel Records), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Termination and Suspensions), 6.120 (Education of Children with Disabilities), 6.250 (Community Resource Persons and Volunteers), 7.20 (Harassment of Students Prohibited), 7.150 (Agency and Police Interviews)

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## **Personal Technology and Social Media; Usage and Conduct**

### Definitions

**Includes** – Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.*

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* and the employee conduct standards required by administrative procedure 5.120-AP2, *Employee Conduct Standards* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5.20, *Workplace Harassment Prohibited*; 5.100, *Staff Development Program*; 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6.235, *Access to Electronic Networks*; and 7.20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Refrain from speech that interferes with their ability to perform the essential functions of their job. This includes discriminatory speech or images that interfere with the employee's duty to provide equal educational opportunities to all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, or speech that causes or could reasonably be predicted to cause a substantial disruption to the school environment.
3. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians. A list of District-provided or supported methods of communication with students and their parents/guardians will be posted on the District website and provided annually by Building Principals to staff.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
6. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting.*

7. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or other personally identifiable information about students) or personnel records, in compliance with policy 5.130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
8. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
9. Use social media for personal purposes only during non-work times or hours. Use personal technology for personal purposes whenever possible during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
10. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
11. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

#### Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct the Director of Human Resources to annually:
  - a. Provide building staff with a copy of this policy and a list of District-provided or supported methods of communication with students and their parents/guardians.
  - b. Inform building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*. The District may require an employee or applicant to share specific content that has been reported to the District, without requesting or requiring an employee or applicant to provide a user name and password, password, or other means of authentication that provides access to an employee's or applicant's personal online account, for the purpose of:
  - a. Ensuring compliance with applicable laws or regulatory requirements;
  - b. Investigating an allegation, based on receipt of specific information, of the unauthorized transfer of the District's proprietary or confidential information or financial data to an employee or applicant's personal account;
  - c. Investigating an allegation, based on receipt of specific information, of a violation of applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;

- d. Prohibiting an employee from using a personal online account for business purposes; or
  - e. Prohibiting an employee or applicant from accessing or operating a personal online account during business hours, while on District property, while using an electronic communication device supplied by, or paid for by, the District, or while using the District's network or resources, to the extent permissible under applicable laws.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
775 ILCS 5/5A-102, Ill. Human Rights Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act  
23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

**General Personnel – Personnel Records**

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with state and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2.250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent or designee shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.  
105 ILCS 5/22-94.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 46/10, Employment Record Disclosure Act.  
820 ILCS 40/1, Personnel Record Review Act.  
23 Ill. Admin. Code §1.660.

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Adopted: April 23, 1997  
Reviewed: July 2023  
Amended: August 16, 2023

CROSS REF.: 2.250 (Access to District Public Records), 5.90 (Abused and Neglected Child Reporting), 7.340 (Student Records)

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**Administrative Procedure / General Personnel - Investigations**

Immigration Investigations

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See: [www.uscis.gov/i-9](http://www.uscis.gov/i-9). If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: <https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/legal/documents/e-verification-facts-poster.pdf>. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.102-702, eff. 7-1-23)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Information (CHRI) Checks for Certified and Non-certified School Personnel* at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Police (ISP) for criminal history records information (CHRI) pursuant to the Ill. Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248),
2. \*A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and
3. \*A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/75-154/105).

\*These checks must be conducted by the District once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.102-552.

See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.175-AP1, *Criminal Offender Notification Laws; Screening*. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the

arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

**Note:** The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/background-check-guide-071817.pdf>.
2. Ill. State Board of Education non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).

The following individuals are responsible for the actions listed:

**Applicant** - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

**Individual Student Teaching or beginning a required internship** - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g).

**Superintendent or designee - Note:** *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:
  - a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.
  - b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete. Id.
  - c. The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), and:
    - i. Makes a preliminary determination that the applicant will be disqualified based on a *conviction record* when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552; (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the

employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

*Conviction record* means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5). It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

*Substantial relationship* means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A).

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B). See also Ill. Dept. of Human Rights (IDHR) *Conviction Record Protection – Frequently Asked Questions* (March 2021), at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

- ii. When the applicant's conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant's receipt of the copy of the conviction record if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2). See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

**Note:** Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at: [www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions](http://www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions).

- iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the

IDHR. 775 ILCS 5/2-103.1(C)(3). See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.

- d. The Superintendent or designee, or as applicable the entity that provides background checks for public schools, notifies the State Superintendent of education in writing within 10 business days after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e).

**Note:** For substitute teachers, the Superintendent will need to ensure that their District performs these checks. Contact the Attorney for the District and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

- e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), and Board policy 5.260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).
2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A.s 101-531 and 102-552. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:
    - a. The Statewide Sex Offender Registry, <https://isp.illinois.gov/SOR/Disclaimer>, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and
    - b. The Statewide Child Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimer>, as authorized by the Child Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105

ILCS 5/10-21.9 (a-5), (a-6), and (b). The Superintendent or designee notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.9(e).

**ISP and FBI** - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the President of the Board...". See 105 ILCS 5/10-21.9(a) and (g), 20 ILCS 2630/3.3, establishes authority for the ISP to collect fees from the District if it wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf)).

**Board President** - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the ISP and/or Statewide Sex Offender Registry for clarification purposes, or the Teachers' Retirement System of the State of Illinois (TRS) when the Board learns that a teacher has been convicted of a felony. See 105 ILCS 5/10-21.9(b), 105 ILCS 5/21B-10, and 105 ILCS 5/21B-85, amended by P.A. 102-552.

**Regional Superintendent** - The Superintendent or designee may require the applicant to authorize the Regional Superintendent to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one District. The Regional Superintendent also performs a check of the Statewide Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115) and the Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/), as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A.s 101-72 and 102-552.

**Contractors** - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students. 105 ILCS 5/10-21.9(f). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) confirm that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

**Note:** The provisions in 105 ILCS 5/10-21.9(f) and (g), apply to employees of contractors who have "direct, daily contact" with students. To be comprehensive and to eliminate uncertainty, this Procedure and Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background

checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks, or (2) see the employee's criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check its own insurance coverage to determine whether employees of contractors are covered. See also Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, and Administrative Procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors' employees, the District must provide the information to another school or school district that requests it (105 ILCS 5/10-21.9(f-5)). For more information, see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf). Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. 20 ILCS 2635/7(A)(3).

**District** - The District complies with 105 ILCS 5/10-21.9, amended by P.A.102-552 and 102-702, eff. 7-1-23, and 5/21B-80, amended by P.A. 102-552. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:
  - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 et seq., except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
  - e. Any offense committed or attempted in any other State or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
  - a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.

- b. Attempting to commit, conspiring to commit, soliciting, or committing any offense defined in Article 9 (Homicide) of the Criminal Code of 1961 or the Criminal Code of 2012.
  - c. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:
    - i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
    - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
    - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
    - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
  - c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

#### Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Department of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs the task.

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**Administrative Procedure – Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees**

Prior to hiring an applicant for a position involving *direct contact with children or students*, a sexual misconduct related employment history review (EHR) must be initiated, but the District may permit the individual to be hired and begin employment pending its outcome. This applies to all permanent and temporary employment positions within a school, including substitute employees and employees of contractors. An EHR is not required for volunteers.

Glossary of Terms

**Contractor** - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Direct contact with children or students** - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Initiate an EHR** - The District initiates an EHR when it submits an *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form(s) to every current and previous employer identified by the applicant on said form(s).

**School** - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23.

**Sexual misconduct** - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Substitute Employees

For substitute employees, the EHR is required only prior to the initial hiring of a substitute employee or placement on a school's or district's approved substitute list. A substitute employee seeking to be added to another school's or district's substitute list must undergo another EHR. An EHR conducted upon initial hiring by a contractor or any other entity that furnishes substitute staffing services, e.g., a regional office of education, satisfies the EHR requirement for all schools using that contractor's/entity's services. 105 ILCS 5/22-94(i), added by P.A. 102-702, eff. 7-1-23.

Employees of Contractors

For employees of contractors, the EHR is performed either at the time of initial hiring or prior to the employee's assignment to perform work for a school involving direct contact with children or students. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702, eff. 7-1-23. Contractors must maintain records documenting EHRs for all such employees and, upon the District's request, provide the District with access to the records. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702, eff. 7-1-23. See Board policy 4:60, *Purchases and Contracts*, administrative procedure 4:60-AP1, *Purchases*, and administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for employment history review requirements for employees of contractors who have direct contact with children or students.

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Adopted: August 16, 2023

Reviewed: July 2023

Amended:

Employment History Review for Direct Hires

<b>Actor</b>	<b>Action</b>
Board President	When the applicant is a superintendent candidate, ensures that either the resigning Superintendent, Human Resources Administrator, or designee initiates the EHR.
Superintendent, Human Resources Administrator, or designee	<p>After a conditional hiring offer has been extended to an applicant for a temporary, permanent, or substitute position involving direct contact with children or students, initiates the EHR and provides the applicant with:</p> <ul style="list-style-type: none"> <li>A <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at <a href="http://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf">www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf</a>.</li> <li>Copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using the ISBE <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at <a href="http://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf">www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf</a>, for the applicant to complete for each current/former employer,</li> <li>Instructions to complete and return all forms within [<i>insert number</i>] calendar days after receipt, and</li> <li>Notice that the District cannot hire an applicant who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702, eff. 7-1-23).</li> </ul>
Applicant	Completes the <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s) and returns them to the Superintendent, Human Resources Administrator and/or designee. 105 ILCS 5/22-94(c)(3), added by P.A. 102-702, eff. 7-1-23.
Superintendent, Human Resources Administrator, or designee	<p>Reviews the applicant's completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s). Maintains copies of these forms in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p> <p>Provides, to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form:</p> <ol style="list-style-type: none"> <li>1. A copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23); and</li> </ol> <p>Instructions to complete the form and return it to the Superintendent, Human Resources Administrator, or designee within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23) after receipt.</p> <p>For applicants licensed by ISBE, verifies the applicant's reported previous employers with previous employers in ISBE's Educator Licensure Information System (ELIS) to ensure accuracy. 105 ILCS 5/22-94(c)(5), added by P.A. 102-702, eff. 7-1-23.</p>

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<b>Actor</b>	<b>Action</b>
	<p>Reviews all responses received from the applicant's employers and uses information in the responses to evaluate the applicant's fitness to be hired or for continued employment. 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23.</p> <p>May report information in the responses, as appropriate, to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. <u>Id.</u></p> <p><b>Note:</b> An employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. <u>Id.</u></p> <p>Maintains the <i>Sexual Misconduct Disclosure</i> form and all responses received from the current/former employers in the personnel file. See policy 5:150, <i>Personnel Records</i>, and administrative procedure 5:150-AP, <i>Personnel Records</i>.</p>

**Administrative Procedure / General Personnel - Personnel Records**

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5.35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by *The School Code* (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Department of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded.
- Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

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Adopted: February 24, 2010  
Reviewed: July 2023  
Amended: August 16, 2023

- Valid certificate for services being performed
- Copies of official transcripts required by *The School Code* (105 ILCS 5/24-23)
- Transcripts of graduate work completed
- Verification of past teaching experience, if any
- Record of in-service work completed
- Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

#### Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning:

1. activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or
2. activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9.

#### Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least 2 times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor the employee's designated representative will have access to records that are treated as exceptions in the Illinois Personnel Record Review Act discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.

7. The employee may not remove any part of the employee's personnel records from his or her file or may not remove any part of the employee's personnel records from the District's administrative office.
8. Should the employee demonstrate the inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

#### Requests by Third Parties

The Attorney for the District shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by 102-702, eff. 7-1-23.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect the employee's personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in the Abused and Neglected Child Reporting Act whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of Faith's Law

The Superintendent or designee shall execute the recordkeeping requirements of *Faith's Law*. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: [www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf](http://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf).

2. If the District is still investigating an employee for *sexual misconduct* after the employee's separation from employment, updates the information in the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form accordingly.
3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.
4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

LEGAL REF.: 5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/22-94.  
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.  
820 ILCS 40/, Personnel Record Review Act  
23 Ill. Admin. Code §1.660.

### **Administrative Procedure - IMC Collection Development**

Instructional Media Centers (IMCs) support Unit 5's mission to educate each student to achieve personal excellence. IMCs contain materials to implement, enrich, and support the curriculum and meet the individual educational, emotional, and recreational needs of students and staff.

#### **Support for Intellectual Freedom**

The IMCs of this District are guided by the principles set forth by the American Library Association and National Council of Teachers of English.

#### **Selection Policy Objectives**

- To provide students and staff with materials that enrich and support the curriculum and meet the needs of students and staff served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

#### **Criteria for Selection**

Materials shall:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewed sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent multiple viewpoints and perspectives on global and societal issues and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and other non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)

#### **Selection Resources**

The following professional resources may include but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- School Library Connection
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Book For Young Adults

Award lists:

- State: Monarch, Bluestem, Abraham Lincoln, Caudill
- National: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Sibert, Alex

IMC Specialists:

In addition to professionally published book reviews and award lists, District IMC Specialists collaborate with their building's teachers and students, and use their training, education, and professional expertise to choose books best suited for the diverse population of students at their respective schools. IMC Specialists also select materials that support the intellectual growth, personal development, individual interests, maturity levels and recreational needs of their students.

### **Gifts**

Gifts to the IMC shall be subject to the same criteria used through the regular selection process.

### **Collection Evaluation**

A periodic evaluation ("weeding") of the collection will be performed to remove or replace materials that are no longer current, appropriate or useful as determined by the IMC specialist, according to the following guidelines:

- Appearance
  - Worn volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
  - Badly bound volumes: soft, pulpy paper and/or shoddy binding
  - Badly printed works
  - Books of antiquated appearance which might discourage use
- Poor Content
  - Information is dated
  - Information is inaccurate
  - Book is poorly written
- Use
  - Nonfiction: Book has not been checked out within last 10 years
  - Fiction: Book has not been checked out within last 5 years (classics excluded)

### **Procedure for Addressing Concerns**

- Concerns should first be directed to the building administrator.
- Upon receiving a concern, the building administrator shall notify the IMC specialist. If the concern cannot be resolved in an informal conversation or through initial communication, the concerned citizen will be asked to complete and return Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- A committee including the Building administrator or designee, IMC specialists at the appropriate level, and District level administration will review the concern and make a decision regarding the material in question using these guiding principles:
  - Libraries have diverse material reflecting multiple viewpoints and perspectives on global and societal issues, and a library's mission is to provide access to information to all users.

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Adopted: February 27, 2013

Reviewed: July 2023

Amended: August 16, 2023

- All library users have a First Amendment right to read, view and listen to library resources.
- The Library Bill of Rights and Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When a library resources are reconsidered, the principles of the freedom to read, listen and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide reading, viewing, and listening of their children, but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.
- The committee is not required to hear complaints to works that have been challenged within three years from the date of receipt of Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- The Building administrator or designee will contact the concerned citizen regarding the decision.
- The committee decision may be appealed via written notice to the Superintendent within one week of notification of the decision.
- The Superintendent will provide a final decision within two weeks of receipt of the appeal.
- A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the resource.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-1 et seq.

CROSS REF.: 6.80, 6.210, 6.230, 6.260, 7.10, 7.15, 8.110

ADMIN. PROC.: 6.230-E1, 6.260-AP1, 6.260-E1

**Administrative Procedure - Dispensing Medication**

Actor	Action
Parents/ Guardians	<ul style="list-style-type: none"> <li data-bbox="440 348 1347 583"> <span style="display: inline-block; width: 1em; margin-left: -1em;">▪</span> Ask the child’s physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. <i>Medication</i> includes an epinephrine injector, e.g. <i>EpiPen®</i>, and asthma inhaler medication (105 ILCS 5/22-30a), medical cannabis (105 ILCS 5/22-33(g), glucagon (105 ILCS 145/27), and any medication-required under a plan listed in 105 ILCS 5/10-22.21b(c), for a student’s self-administration of medication.                     </li> </ul> <p data-bbox="513 596 1347 1077"> <b>For a student with diabetes:</b> The parent/guardian is responsible for sharing the health care provider’s instructions concerning the student’s diabetes management during the school day. When assistance with diabetes care has been requested for a student while at school or participating in a school sponsored activity, the student’s diabetes will be managed according to a diabetes care plan. A school nurse or delegated care aide will be responsible for implementing the services and accommodations specified in a student’s diabetes care plan to the extent they are not managed by the student as authorized under the student’s diabetes care plan. See Care of Students with Diabetes Act, 105 ILCS 145/. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/).                 </p> <p data-bbox="513 1092 1347 1451"> <b>For a student with epilepsy:</b> The parent/guardian is responsible for sharing the health care provider’s instructions. When assistance has been requested for a student with epilepsy while at school or participating in a school sponsored activity, the student’s epilepsy will be managed according to a seizure action plan. A school nurse or delegated care aide will be responsible for implementing the services and accommodations specified in a student’s seizure action plan to the extent they are not managed by the student as authorized under the student’s seizure action plan. In accordance with the seizure action plan, a student must be permitted to possess on his or her person, at all times, the supplies, equipment, and medication necessary to treat epilepsy. See Seizure Smart School Act, 105 ILCS 150/.                 </p> <p data-bbox="513 1465 1347 1703"> <b>For a student with asthma:</b> The parent/guardian is responsible for sharing the student’s asthma action plan. Annually, the District shall request an asthma action plan from the parents/guardians of students with asthma via notice in the student handbook. When an asthma action plan has been provided, the student’s asthma will be managed according to the plan. See 105 ILCS 5/22-30(j-5). Asthma emergencies shall be managed pursuant to the District’s asthma emergency response protocol. 105 ILCS 5/22-30(j-10).                 </p> <p data-bbox="513 1717 1347 1854">                     A student with asthma is allowed to self-administer and self-carry asthma medication if the student’s parent/guardian provide the school with: (1) written authorization for the self-administration and/or self-care of asthma medication; and (2) the prescription label containing the name of the asthma medication, the prescribed dosage, and the time at                 </p>

which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b).

**For a student at risk of anaphylaxis:** The parent/guardian is responsible for completing a Student Health History Form and sharing the health care provider's instructions for students with a food or other allergy that could result in anaphylaxis. When a Food Allergy & Anaphylaxis Emergency Care Plan or Individual Health Care Plan has been provided, the student's allergy shall be managed according to the plan. Administrative Procedure 7.285-AP, *Anaphylaxis Prevention Response, and Management Program*. Anaphylaxis emergencies shall be managed pursuant to the Food Allergy Research & Education's (FARE) Food Allergy & Anaphylaxis Emergency Care Plan. A student at risk of anaphylaxis is allowed to self-administer and self-carry an epinephrine injector if the student's parent/guardian provide the school with: (1) written authorization from the student's physician, physician assistant, or advanced practice registered nurse; and (2) a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:

- (A) the name and purpose of the epinephrine injector;
- (B) the prescribed dosage; and
- (C) the time or times at which or the special circumstances under which the epinephrine injector is to be administered.

105 ILCS 5/22-30(b).

**For a student using medical cannabis:** The parent/guardian is responsible for providing the school with copies of the valid registry identification cards issued to their child and the child's designated caregiver as required by Ill. Dept. of Public Health. The student's parent/guardian must also ask the student's health care provider to complete Exhibit 7.270-E2 *School Medication Authorization Form – Medical Cannabis*. 105 ILCS 5/22-33(b-5).

The designated caregiver shall be allowed to administer a *medical cannabis infused product* to the student on the premises of the child's school or on the child's school bus. The product must be immediately removed from school premises or the school bus after administration. 105 ILCS 5/22-33(b-5).

State law does not require school personnel to administer medical cannabis to students. 105 ILCS 5/22-33(b). Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. 105 ILCS 5/22-33(b-5).

Product administered by a school nurse or administrator must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or an administrator. 105 ILCS 5/22-33(b-10).

	<p><b>For a student self-administering medication:</b> A student is allowed to self-administer medication, including medication required under a qualifying plan, if the student's parent/guardian and health care provider has completed and signed Exhibit 7.270-E1 <i>School Medication Authorization Form</i>. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.</p> <p>A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee.</p> <p><b>For any student with a chronic illness:</b> If the student's health and safety are at risk if a medication or procedure is not given/performed during the school day, the medication with accompanying district forms and all equipment for the procedure with accompanying district forms <b>MUST</b> be on file at the school before the student may attend. See Exhibit 7.270-E3 <i>Request for Authorized Personnel to Perform a Procedure at School Form</i>.</p> <ul style="list-style-type: none"><li>▪ If so, ask the health care provider to complete a <i>School Medication Authorization Form</i>. <b>This form must be completed and given to the school before the school will store or dispense any medication, before the child may possess asthma medication or an epinephrine injector, and before a child will be allowed to self-administer any medication.</b></li><li>▪ When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication outside of school hours during school-related activities, the parent/guardian must complete Exhibit 7.270-E1 <i>School Medication Authorization Form</i> requesting that the school dispense the medication to the child.</li><li>▪ If a student is on a medication indefinitely, the parent/guardian must file a new Exhibit 7.270-E1 <i>School Medication Authorization Form</i> every year.</li><li>▪ Bring the medication to the school office. If the medicine is for asthma or is an epinephrine injector, a student may keep possession of it for immediate use at the student's discretion:<ul style="list-style-type: none"><li>(1) while in school,</li><li>(2) while at a school-sponsored activity,</li><li>(3) while under the supervision of school personnel, or</li><li>(4) before or after normal school activities, such as while in before-school or after-school care on school-operated property (105 ILCS 5/22-30(e)).</li></ul></li><li>▪ For asthma inhalers, provide the prescription label. Bring other prescription medications to the school in the original package or appropriately labeled container. <b>The container shall display:</b><ul style="list-style-type: none"><li>(1) Student's name;</li><li>(2) Prescription number;</li><li>(3) Medication name and dosage;</li><li>(4) Administration route and/or other direction;</li><li>(5) Date(s) and time(s) to be taken;</li></ul></li></ul>
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	<p>(6) Licensed prescriber's name; and                  (7) Pharmacy name, address, and phone number.</p> <ul style="list-style-type: none"> <li>▪ Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</li> <li>▪ At the end of the treatment regime, remove any unused medication from the school.</li> </ul>
<p>School Office Personnel</p>	<ul style="list-style-type: none"> <li>▪ Provide a copy of these procedures, as well as an Exhibit 7.270-E1 <i>School Medication Authorization Form</i>, to inquiring parents/guardians.</li> <li>▪ Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</li> <li>▪ If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed Exhibit 7.270-E1 <i>School Medication Authorization Form</i> and the medication is packaged in the appropriate container.</li> <li>▪ Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</li> <li>▪ If the school nurse is unavailable and a student is identified as having asthma, seizures, a food allergy, or diabetes, request the student's parent/guardian to share their child's asthma action plan, seizure action plan, food allergy and emergency action plan, diabetes care plan, or other qualifying plan. If the plan is provided, keep it on file in the school nurse's office. Tell the school nurse or Building Principal or designee of the receipt of the plan as soon as possible so that he/she may provide copies of it to appropriate school staff interacting with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or Individualized Education Program (IEP). 105 ILCS 5/22-30(j-5).</li> </ul>
<p>School Nurse</p>	<ul style="list-style-type: none"> <li>▪ Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure.</li> <li>▪ If a student is identified as having asthma, seizures, a food allergy, or diabetes, request the student's parent/guardian to share their child's asthma action plan, seizure action plan, food allergy and emergency action plan, diabetes care plan, or other qualifying plan. If the plan is provided, keep it on file in the school nurse's office. Provide copies of it to appropriate school staff that interact with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or IEP. 105 ILCS 5/22-30(j-5).</li> <li>▪ In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer only medication for asthma or an epinephrine auto-injector. A student may also self-administer other medication dispensed by a delegated school employee.</li> <li>▪ Work with a student's parent/guardian and healthcare provider to develop an emergency action plan for a student who self-administers medication in accordance with 105 ILCS 5/10-22.21b(c). The plan must include (105 ILCS 5/10-22.21b(d)):                         <ol style="list-style-type: none"> <li>1. A plan of action in the event a student is unable to self-administer medication, and</li> <li>2. The situations in which a school must call 911.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ For students at risk of anaphylaxis, follow the procedure for Individual Allergy Management in Administrative Procedure 7.285-AP, <i>Anaphylaxis Prevention Response, and Management Program</i>, which include the development of an emergency action plan.</li> <li>▪ The nurse will administer medication ensuring that these 5 “<b>Rights</b>” are observed:             <ul style="list-style-type: none"> <li>▪ <b>Right patient</b> (verify the name of the student receiving the medication),</li> <li>▪ <b>Right drug</b> (ensure the label on the medication matches the School Medication Authorization Form),</li> <li>▪ <b>Right dose</b> (verify the dose on the medication form matches the bottle),</li> <li>▪ <b>Right route</b> (verify the correct route), and</li> <li>▪ <b>Right time</b> (verify the correct time and call the student to the nurse’s office if the student needs to be reminded).</li> </ul> </li> <li>▪ Prior to administering a medical cannabis infused product in accordance with 105 ILCS 5/22-33(b-5), annually complete the medical cannabis infused product administration training curriculum developed by the Ill. State Board of Education. 105 ILCS 5/22-33(f-5).</li> <li>▪ In conjunction with the Illinois Nurse Practice Act and Exhibit 7.270-E4 <i>Delegation of Oral Medication to Unlicensed Assistive Personnel</i>, delegate the administration of oral medication when appropriate.</li> <li>▪ If a medication error occurs, the nurse should immediately assess the student and respond as needed, inform the Building Principal or designee, inform the parents, and document the incident in the medication log. The Building Principal should inform the Superintendent or designee.</li> <li>▪ Store the controlled medication in a locked drawer or cabinet, except as otherwise allowed by law. A student may keep possession of medication for asthma or an epinephrine injector. Medications requiring refrigeration should be refrigerated in a secure area.</li> <li>▪ Plan with the student the time(s) the student should come to the nurse’s office to receive medications.</li> <li>▪ Document each dose of the medication in the student’s individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</li> <li>▪ Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.</li> <li>▪ Document whenever the medication is not administered as ordered along with the reasons.</li> <li>▪ If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</li> </ul>
<p>Building Principal</p>	<ul style="list-style-type: none"> <li>▪ Supervise the use of these procedures.</li> <li>▪ Perform any duties described for school office personnel, as needed.</li> <li>▪ Perform any duties described for school nurses, as needed. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators. 105 ILCS 5/10-22.21b(b). However, provided a <i>School Medication Authorization Form</i> has been completed and signed by the</li> </ul>

	<p>student's parent/guardian and healthcare provider with prescriptive authority, and the employee has agreed to and signed Exhibit 7.270-E4 <i>Delegation of Oral Medication to Unlicensed Assistive Personnel</i>, school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of medication.</p> <ul style="list-style-type: none"> <li>▪ Make arrangements, in conjunction with the parent/guardian, supervising teachers, and non-administrative employees, for the student to receive needed medication while on a field trip or during school-related activities.</li> <li>▪ For students at risk of anaphylaxis, follow the procedures for Individual Allergy Management in 7.285-AP, <i>Anaphylaxis Prevention, Response, and Management Program</i>.</li> </ul>
<p>Teachers or Non-administrative School Employees</p>	<ul style="list-style-type: none"> <li>▪ Dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in this procedure. Coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.</li> </ul>

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
 105 ILCS 145/, Care of Students with Diabetes Act.  
 105 ILCS 150/, Seizure Smart School Act  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
 23 Ill. Admin. Code §1.540.

CROSS REF.: 7.270

ADMIN. PROC.: 7.270-AP2, 7.270-AP3, 7.270-E1, 7.270-E2, 7.270-AP1,E1

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**Exhibit – Request for Authorized School Personnel to Perform a Medical Procedure**

**TO THE LICENSED PRESCRIBER:**

When it is necessary for a student to have a medical procedure performed for them during the school day according to the procedure on the reverse side of this order/request, the following information **must be provided**:

My patient \_\_\_\_\_ (name of student) is under my care for the management of \_\_\_\_\_ (name of condition). This condition requires \_\_\_\_\_ (name of procedure) be performed \_\_\_\_\_ times a day or every \_\_\_\_\_ hours (complete one) with a recommended schedule of: \_\_\_\_\_ (actual times)

DETAILED INSTRUCTIONS: (Please attach additional pages as needed)

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**I hereby attest that the above-named procedure cannot be performed outside of school hours without risk to the health and safety of the above-named student.**

I further agree to provide any additional medical information requested to clarify the necessity of performing the above procedure during school hours in accordance with the release signed in the parent/guardian section below.

I hereby prescribe the above-named procedure to be performed according to the recommended schedule presented herein and performed by district personnel adherent to any state laws regulating the delegation of medical procedures.

Prescriber's Name (print or stamp): \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN:**

I request that a certified school nurse or other agent acting in agreement with state laws regulating the delegation of medical procedures perform the medical procedure prescribed above for my child. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

CROSS REF.: 7.270  
ADMIN. PROC.: 7.270-AP1, 7.270-AP2, 7.270-AP3

Adopted: January 9, 2013  
Reviewed: July 2023  
Amended: August 16, 2023

**Exhibit – Individualized Health Care Action Plan**

**FOOD ALLERGY PROTOCOL**

Student name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

<p><b>FOOD ALLERGENS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>PROTOCOL:</b></p> <ul style="list-style-type: none"> <li>• Inform and educate any staff who have contact with student regarding allergy</li> <li>• Parent will turn in all completed forms to school nurse</li> <li>• Parents will provide appropriate medication i.e., Epi-pen/Benadryl for use at school</li> <li>• Peanut-free table will be provided in elementary school lunchrooms</li> <li>• Parents are responsible for notifying school bus drivers, coaches, sponsors, extra-curricular personnel associated with Unit 5 sanctioned activities, if applicable</li> <li>• Parent responsible for all foods eaten by child at school</li> <li>• <b><u>UNDERSTAND THAT UNIT 5 DOES NOT GUARANTEE ALLERGEN-FREE HOT LUNCHES</u></b></li> </ul>
<p><b>SEE FOOD ALLERGY ACTION PLAN FOR SYMPTOMS AND APPROPRIATE ACTIONS</b></p> <p><b><u>CALL 911 IF EPI-PEN IS USED!</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>The Emergency Action Plan and Individual Health Care Plan will be distributed to staff on a need to know basis.</i></p>	<p><b>ADDITIONAL ACCOMODATIONS REQUESTED BY PARENT/GUARDIAN: (To be reviewed for approval by school personnel)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>For additional information:</b> <a href="http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm">http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm</a></p>
<p>Parent/Guardian Signature: _____</p>	<p>Date: _____</p>

Exhibit – Food Allergy & Anaphylaxis Emergency Care Plan



Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
 Allergic to: \_\_\_\_\_  
 Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No

PLACE  
PICTURE  
HERE

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: \_\_\_\_\_  
 THEREFORE:  
 If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms.  
 If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.

FOR ANY OF THE FOLLOWING:  
**SEVERE SYMPTOMS**

 <b>LUNG</b> Shortness of breath, wheezing, repetitive cough	 <b>HEART</b> Pale or bluish skin, faintness, weak pulse, dizziness	 <b>THROAT</b> Tight or hoarse throat, trouble breathing or swallowing	 <b>MOUTH</b> Significant swelling of the tongue or lips
 <b>SKIN</b> Many hives over body, widespread redness	 <b>GUT</b> Repetitive vomiting, severe diarrhea	 <b>OTHER</b> Feeling something bad is about to happen, anxiety, confusion	<b>OR A COMBINATION</b> of symptoms from different body areas.

↓ ↓ ↓

- INJECT EPINEPHRINE IMMEDIATELY.**
- Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

**MILD SYMPTOMS**

 <b>NOSE</b> Itchy or runny nose, sneezing	 <b>MOUTH</b> Itchy mouth	 <b>SKIN</b> A few hives, mild itch	 <b>GUT</b> Mild nausea or discomfort
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FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

- Antihistamines may be given, if ordered by a healthcare provider.
- Stay with the person; alert emergency contacts.
- Watch closely for changes. If symptoms worsen, give epinephrine.

**MEDICATIONS/DOSES**

Epinephrine Brand or Generic: \_\_\_\_\_

Epinephrine Dose:  0.1 mg IM  0.15 mg IM  0.3 mg IM

Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

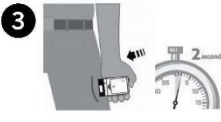
PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHYSICIAN/HCP AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020

Adopted: August 16, 2023  
 Reviewed: July 2023  
 Amended:

**FARE FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN**  
Food Allergy Research & Education

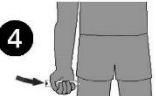
**HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO**

1. Remove Auvi-Q from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



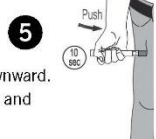
**HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN**

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
3. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
4. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.




**HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS**

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.




**HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES**

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



**HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)**

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI by finger grips only and slowly insert the needle into the thigh. SYMJEPI can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



**ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:**

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

**OTHER DIRECTIONS/INFORMATION** (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911	OTHER EMERGENCY CONTACTS
RESCUE SQUAD: _____	NAME/RELATIONSHIP: _____ PHONE: _____
DOCTOR: _____ PHONE: _____	NAME/RELATIONSHIP: _____ PHONE: _____
PARENT/GUARDIAN: _____ PHONE: _____	NAME/RELATIONSHIP: _____ PHONE: _____

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020

## CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

CHIDDIX JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 40	

Total Previously Approved	
Approved to raise with this Amendment	\$12,960.00
Total Approved to Date	\$12,960.00
Existing District Funds Approved	\$0.00

I, \_\_\_\_\_, State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I further certify that the estimate of total approval to date, in the amount of \$12,960.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number \_\_\_\_\_

## PART I. CERTIFICATION OF ESTIMATED COSTS


**This is to certify that:**

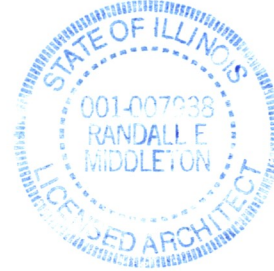
The CHIDDIX JR HIGH SCHOOL school, located at 300 S Walnut St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 5/3/2023.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 12,960.00.**

Name of Architect/Engineer Randall Middleton	Name of Firm MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	Fax Number (309) 454-8049.
License Number 001-007938	Expiration Date 11/30/2024
Email Address rand@miltonassociates.net	 [Seal and Signature]



## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- g. All work authorized by the District will be executed in conformity with all applicable codes.
- h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>		2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>CHIDDIX JR HIGH SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Stage Rm 41	b.	185.50 a)	The existing stage curtain has several areas where the support band has separated from the curtain which reduces the structural stability of the curtain and limits the operation mobility of the curtain. There is no record when the curtain was last cleaned and fire-proofed.	Replace the curtain.	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>				3. FACILITY CODE/NAME <b>CHIDDIX JR HIGH SCHOOL</b>				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Replace the curtain track system and the front valance and front, sides, and back of the curtain. The provided replacement material shall be Prologue 22oz/sq. ft. The material is to be fire proof.	unit system	1	2	\$10,800.00			8/20/2023	F

	Original Subtotal	\$10,800.00	Adjusted Subtotal	\$10,800.00	
	Original 10.00% Contingency	\$1,080.00	Adjusted 10.00% Contingency	\$1,080.00	
	Original 10.00% A/E Fees	\$1,080.00	Adjusted 10.00% A/E Fees	\$1,080.00	
	Original Grand Total	\$12,960.00	Adjusted Grand Total	\$12,960.00	

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)



**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name NCHS

Student Activity Fund Name Class of 2022 - 9761

1. The balance of the Student Activity Fund is \$ ϕ

2. Reason for dissolution: No longer Needed


3. The balance in the fund is to be transferred to:

<i>Account Title</i>	<i>Account Number</i>

**4. Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

	
<i>Student Representative</i>	<i>Faculty Advisor</i>

	
<i>Principal</i>	

This request was approved by the Board of Education on \_\_\_\_\_

<i>Business Manager</i>	<i>Date</i>

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name NCHS

Student Activity Fund Name Class of 2021 - 9760

1. The balance of the Student Activity Fund is \$ Ø

2. Reason for dissolution: No longer Needed

3. The balance in the fund is to be transferred to:

<u>—</u>	<u>—</u>
Account Title	Account Number

**4. Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

\_\_\_\_\_  
Student Representative

\_\_\_\_\_  
*Jennifer Kelly*  
Faculty Advisor

\_\_\_\_\_  
*[Signature]*  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name NEHS

Student Activity Fund Name Class of 2027

<b>To be completed by Accounting Department:</b>	
Account Number - Revenue	_____
Account Number - Expenditure	_____

1. The purpose of the proposed Student Activity Fund is house money to buy decorations, t-shirts and pay bills or donate fundraising money

2. Income in support of this Student Activity Fund will be obtained from the following sources: Fundraisers, T-shirt Money, donations

3. Expenditures from this Student Activity Fund will be for these purposes: decorations for homecoming, T-shirts, Class supplies

**4. Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

\_\_\_\_\_  
Student Representative

Berky Conley  
Faculty Advisor

5. Other Comments: \_\_\_\_\_

[Signature]  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

**Customer Bill to Information**

Company McLean County District Unit 5		
Address 1809 Hovey Ave	City, St., Zip Normal, IL 61761-4315	
Contact Accounts Payable	Phone Number 309-557-4000	Fax Number
Email hoerrtd@unit5.org		

**Payment Information**

Model # IN700	Customer # 00358271	Existing Lease # N16042912D
Term <input type="radio"/> 18/months <input type="button" value="v"/>	Choose New Billing Cycle <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly	Monthly Lease Payment \$193.54

**Terms & Conditions**

This Agreement extends Customer’s existing Lease, referenced by the Lease Number above, with Quadient Leasing USA, Inc., formerly known as MailFinance Inc. (“Quadient Leasing”). Except as otherwise provided herein, the terms and conditions of the existing lease shall remain the same and continue in full force and effect. In the event of a conflict between the existing Lease and this Agreement, the provisions of this Agreement shall control.

This Agreement becomes effective upon the expiration of the current term of your existing Lease. Customer agrees that this Agreement is NON-CANCELLABLE for the entire Extension Term set forth above. After the expiration of the Extension Term, this Agreement shall automatically renew on a month-to-month basis (each a “Renewal Period”) at the Lease Payment and frequency set forth above. Customer may terminate this Agreement at the end of the Extension Term or at the end of any Renewal Period by notifying Quadient Leasing in writing of its desire to terminate no later than thirty (30) days prior to the desired termination date.

**Customer Acknowledgment**

Customer understands and agrees to comply with the terms and conditions of this Agreement. The undersigned is authorized to sign this Agreement on behalf of the Customer identified above.

Customer Signature	Date
Print Name/Title	

**For Internal Use Only**

By	Date
----	------

**PAYMENT HUB SOLUTION**  
**(Direct Fund)**

THIS COMMERCE BANK PAYMENT HUB SOLUTION (DIRECT FUND) CONSISTS OF: AUTOMATED CLEARING HOUSE (ACH) INITIATION SERVICE AGREEMENT; CHECK PRINTING SERVICE AGREEMENT; AND WIRE INITIATION SERVICE AGREEMENT (collectively referred to as the “**Payment Hub Solution**”) are made and entered into as of the Effective Date shown below by and between Commerce Bank (“**Commerce**”) and **McLean County Unit School District #5** (“**Customer**”).

Commerce and Customer agree that the Payment Hub Solution, consisting of the Services Agreements set forth herein, are attached to, incorporated by reference into, and governed by the Master Services Agreement. Terms used herein which are not defined in this Payment Hub Solution shall have the meanings given to them in the Master Services Agreement.

**PAYMENT HUB – ACH, Check and Wire**

Commerce will help to facilitate payment data, so that Customer can make payment to their Suppliers by ACH, check or wire.

**1. TERM AND TERMINATION.** This Payment Hub Solution shall remain in full force and effect until terminated by either Party. Either Party may terminate with or without cause at any time, by providing the other Party with no less than thirty (30) days’ prior written notice of its intent to terminate.

**2. ENROLLMENT.** Customer shall provide Commerce with an electronic file that includes Supplier’s contact information and Customer grants Commerce the right to contact its Suppliers for enrollment.

**3. LIABILITY LIMIT FOR PAYMENT HUB.** EACH PARTY ACKNOWLEDGES AND UNDERSTANDS THAT THE OTHER PARTY’S LIABILITY RELATED TO ANY CLAIM ASSOCIATED WITH THIS PAYMENT HUB SOLUTION IS LIMITED TO ACTUAL DAMAGES SUSTAINED BY THE PARTY THAT ARE A DIRECT RESULT OF THE OTHER PARTY’S FAILURE TO ABIDE BY THIS PAYMENT HUB SOLUTION NOT TO EXCEED THE FEES PAID BY CUSTOMER FOR THE RELEVANT SERVICES DURING THE TWELVE (12) MONTH PERIOD PRIOR TO THE EVENT CAUSING SUCH DAMAGES. A PARTY MUST BRING ANY ACTION WITH RESPECT TO SUCH CLAIM WITHIN ONE (1) YEAR AFTER IT AROSE.

**4. ELECTION OF INTERNET SYSTEMS FOR PAYMENT HUB SOLUTION.** The Parties acknowledge that they intend to establish procedures for the transmission of information and data over the Internet in connection with Customer’s access and use of the Services. Customer understands and accepts the risks inherent in the use of the Internet, including the potential for the risk of loss. Commerce shall not be liable to Customer based on or arising out of the failure of any data transmitted by Customer to Commerce over the Internet to arrive in a timely manner (or at all) or be complete and accurate or for any acts by third persons who wrongfully intercept such data provided that Commerce adhered to industry standards. Customer shall be responsible for any costs associated with making its internal systems compatible with the system(s) used to provide the Service(s), if any.

Use of the Internet with any software system to transmit a Payment Instruction will require a company ID, user name and password (collectively “Access Credentials”). Customer acknowledges that Commerce is entitled to rely on the use of the Access Credentials as authorization for any transaction initiated using the Internet. Customer is responsible for all Payment Instructions initiated or authorized using the Internet and any software system. The password that Customer selects is for its use and protection. Customer agrees to: (a) not disclose the password or otherwise make it available to anyone not having the need to know; (b) use the password as instructed; (c) be liable for the password and for activity performed by Customer under such password, as described in the Service Agreement(s) and/or other manuals, user guides or documentation.

**ACH INITIATION SERVICE AGREEMENT**

1. ACH INITIATION. To initiate an ACH, Commerce will collect the ACH payment data (NACHA required file format which may include Supplier’s name, bank routing number and account number) and batch ACH data into a single formatted file and transmit to Customer’s Master Account, as instructed by Customer, daily at 4pm CT or other mutually agreed upon time. “**Master Account**” means one or more commercial bank accounts established and maintained by Customer, at Commerce or another financial institution, unless otherwise stated. If Customer chooses to customize the file format, additional fees may be charged, and a statement of work shall be completed. Commerce shall have no liability for any losses sustained by Customer under this ACH Initiation Service Agreement, except to the extent Commerce’s actions may have constituted gross negligence or willful misconduct. Customer is responsible for issuing ACH payments to Suppliers via Customer’s Master Account.

2. OFAC. OFAC screenings shall be conducted by the financial institution that maintains Customer's Master Account.

**CHECK PRINTING SERVICE AGREEMENT**

1. CHECK PRINTING. Customer shall supply Commerce with the routing number and account number of its Master Account in order to print the checks. Commerce will collect the check payment data (Supplier name, address and amount), batch check payments into a single formatted file, print the checks on business days at 4pm CT or other mutually agreed upon time, and mail. If Customer chooses to customize the file format, additional fees may be charged, and a statement of work shall be completed. Commerce shall have no liability for any losses sustained by Customer under this Check Printing Service, except to the extent Commerce's actions may have constituted gross negligence or willful misconduct.

2. OFAC. OFAC screenings shall be conducted by the financial institution that maintains Customer's Master Account.

3. ESCHEATMENT. Customer shall be responsible for escheatment.

4. STOP PAYMENT. All stop payment requests shall be conducted through Customer's Master Account.

5. FRAUD DETECTION. Fraud detection shall be conducted by the financial institution that maintains Customer's Master Account.

**WIRE INITIATION SERVICE AGREEMENT**

1. WIRE INITIATION. To initiate the Wire, Commerce will collect the Wire payment data (Supplier's name, bank routing number and account number) and batch Wire data into a single formatted file and transmit to Customer's Master Account, as instructed by Customer, daily at 4pm CT or other mutually agreed upon time. The Master Account must be a commercial bank account established and maintained by Customer, at Commerce Bank. If Customer chooses to customize the file format, additional fees may be charged, and a statement of work shall be completed. Commerce shall have no liability for any losses sustained by Customer under this Wire File Transmission Service Agreement, except to the extent Commerce's actions may have constituted gross negligence or willful misconduct. Customer is responsible for issuing Wire payments to Suppliers via Customer's Master Account.

2. OFAC. OFAC screenings shall be conducted by the financial institution that maintains Customer's Master Account.

IN WITNESS WHEREOF, this Payment Hub Solution has been executed by the duly authorized officers of the Parties hereto.

**Commerce Bank**

**McLean County Unit School District #5**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

### Payment Hub Solution Pricing Schedule

**Payment Hub Solution – Direct Fund**

This Payment Hub Solution Pricing Schedule for the ACH Initiation Service Agreement and Check Printing Service Agreement and Wire Initiation Service Agreement, by and between Commerce Bank, (“Commerce”) and McLean County Unit School District #5 (“Customer”) is made and entered into as of the Effective Date stated below.

Fees		
Commerce reserves the right to modify the Fees herein upon thirty (30) days’ notice, if any one of the following occur: (i) Customer has not processed Payment Hub transactions within twelve (12) months of the Effective Date stated below; or (ii) Customer stops processing Payment Card transactions at any time; or (iii) Due to changes beyond Commerce’s control, Commerce receives price increase by third party in regard to one or more payment methods. Notwithstanding the above, fees may be subject to change upon ninety (90) days written notice to Customer.		
Service Transaction Fees		
Service Code	Service Description	Price
8733	Per ACH Initiated	<b>\$0.25</b>
8725	Per Check Printed	<b>\$1.45</b>
8747	Per Wire Initiated	<b>\$5.15</b>
8724	Document Print - Per Page (only for checks)	<b>\$0.12</b>
8783	Monthly Maintenance Fee	<b>\$150.00</b>
Standard Fees		
Service Code	Service Description	Price
8728	Per Manual Check Pull	<b>\$20.60</b>
8723	Per Customer Initiated 2-Day Shipping Payment <i>Customer is responsible for providing carrier account number</i>	<b>\$20.60 + Customer provided Carrier Account Number</b>
8722	Per Overnight/Rush Shipping Payment (includes courier fees) <i>Customer is responsible for providing carrier account number</i>	<b>\$46.35 + Customer provided Carrier Account Number</b>
8735	Per Commerce ACH Enrollment	<b>\$35.00</b>
Late Fee		
8771	If any Fee is not received by the due date, Commerce may charge a late fee of 2.5% of the amount past due.	

Customer shall pay to Commerce all fees incurred in the use of the Payment Hub Solution. Fees shall be indicated on an electronic billing statement, billed monthly and debited from Customer’s Master Account, as designated on the Electronic Authorization Form. Customer shall notify Commerce of any discrepancy within thirty (30) days of receipt of such periodic statement.

IN WITNESS WHEREOF, this Payment Hub Solution Pricing Schedule has been executed by the duly authorized officers of the parties hereto.

**Commerce Bank**
**McLean County Unit School District #5**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## FIRST MODIFICATION AGREEMENT

THIS FIRST MODIFICATION AGREEMENT ("First Modification Agreement") is made and entered into as of the Effective Date stated below, by and between Commerce Bank ("Commerce") and **McLean County Unit School District #5** ("Customer").

WHEREAS, Commerce and Customer entered into that certain CommerceVantage Master Services Agreement dated July 18, 2016 (the "Agreement");

WHEREAS, the Parties have agreed to modify the terms of the Agreement as provided herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Commerce and Customer agree as follows:

1. Terms used herein, which are defined in the Agreement, shall have the meanings given to them in the Agreement.

2. Section 13.1, Term, in the Master Services Agreement shall be deleted and replaced as follows:

13.1 Term and Termination. The term of this Agreement shall commence on the Effective Date of this First Modification and end on the date of the three (3) year anniversary of the Effective Date of this First Modification (the "Initial Term"). After the Initial Term, this Agreement shall automatically renew for one (1) year terms until terminated by either Party as stated below. Either Party may terminate this Agreement, with or without cause at any time, by providing the other Party with no less than thirty (30) days' prior written notice of its intent to terminate. Termination of the Master Services Agreement shall automatically terminate all Service Agreements.

3. The following paragraph shall be added as Section 21 of the Master Services Agreement:

**21. ELECTRONIC SIGNATURE.** The term Electronic Signature shall include, but not be limited to, (i) a non-electronic handwritten signature, or facsimile signature, that is subsequently converted to an electronic format; (ii) a signature produced or reproduced in an electronic file format or by an electronic process, or (iii) any electronic symbol, marking, communication, or process attached to or associated with a document or record. The Parties agree that an Electronic Signature shall have the same force and effect as if the Record bore the signing Party's non-electronic handwritten signature. The term Record, as used in this provision, shall include this Master Services Agreement, Service Agreement(s) or any other document associated with, related to, or governed by said Agreements, whether on paper or in an electronic file format. A reproduction of the Record retained or produced by Commerce that contains either (as applicable) (a) a replication of the Electronic Signature or (b) a replication of the process by which the Electronic Signature was attached to the Record, shall be deemed to be the original Record to the exclusion of any Records produced or retained by other means. Any Record may be executed in multiple counterparts, each of which shall be deemed an original but together shall constitute only one agreement.

4. Section 5, Termination, of Card Service Agreement shall be deleted and replaced as follows:

5. Term and Termination.

a. The term of this Agreement shall commence on the Effective Date of the First Modification and end on the date of the three (3) year anniversary of the Effective Date of this First Modification (the "Initial Term"). After the Initial Term, this Agreement shall automatically renew for one (1) year periods until terminated by either Party as stated herein. Either Party may terminate this Agreement, with or without cause at any time, by providing the other Party with no less than thirty (30) days' prior written notice of its intent to terminate.

- b. All Commercial Cards and/or Payment Cards shall be deemed canceled effective upon termination of this Card Service Agreement or as otherwise provided herein, and all amounts outstanding under such Commercial Cards and/or Payment Cards shall automatically become immediately due and payable in full by Customer without further notice.
- c. Commerce may terminate this Card Service Agreement immediately if Customer fails to make any payment when due under this line of credit or any other Service Agreement(s).

5. The Card Service Schedule dated July 18, 2016, is hereby deleted and replaced with the Card Service Schedule attached as to this First Modification Agreement.

6. Except as modified herein or as previously amended and/or modified, all other terms, provisions, conditions and obligations imposed under the terms of the Agreement shall remain in full force and effect and are hereby ratified and certified by Commerce and Customer.

IN WITNESS WHEREOF, Commerce and Customer have executed this First Modification Agreement as of the date first above written.

**Commerce Bank**

**McLean County Unit School District #5**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## Card Service Schedule

<b>MONTHLY REVENUE SHARE</b>
The terms outlined herein will expire in 60 days from June 23, 2023 unless an Agreement is executed.

<b>Commercial Card</b>		
<b>Monthly Billing Cycle, 20-Day Grace Period</b>		
Monthly Net Volume	Corresponding Annual Net Volume	Revenue Share
\$0 - \$83,333	\$0 - \$999,999	0.75%
\$83,334 +	\$1,000,000 +	1.00%
The average monthly transaction amount must be greater than \$150		
Total Monthly Net Volume is calculated using Commercial Card volume only		

<b>AP Card</b>		
<b>Weekly Billing Cycle, 3-Day Grace Period</b>		
Monthly Net Volume	Corresponding Annual Net Volume	Revenue Share
\$0 - \$166,667	\$0 - \$1,999,999	1.37%
\$166,668 - \$333,333	\$2,000,000 - \$3,999,999	1.46%
\$333,334 - \$500,000	\$4,000,000 - \$5,999,999	1.55%
\$500,001 - \$666,667	\$6,000,000 - \$7,999,999	1.63%
\$666,668 +	\$8,000,000 +	1.70%
The average monthly transaction amount must be greater than \$500		
Total Monthly Net Volume is calculated using AP Card volume only		

<b>Private Network Card</b>		
<b>Weekly Billing Cycle, 3-Day Grace Period</b>		
Supplier Agreed Upon Rate	Revenue Share	
2.00%	1.00%	
1.75%	0.75%	
1.50%	0.50%	
1.25%	0.25%	
1.00%	0.10%	
The average monthly transaction amount must be greater than \$1000		
Private Network Card volume is calculated independently of all other Card types		

### REVENUE SHARE TERMS & CONDITIONS

- 1) Volume calculations exclude credits, cash advances, fraudulent transaction amounts and volume qualifying under 1% interchange.
- 2) AP Card volume qualifying at Visa or MasterCard reduced rate programs will be paid at 0.50%.  
Commercial Card volume qualifying at Visa or MasterCard reduced rate programs will be paid at 0.50%.
- 3) AP Card volume qualifying at Level 3 (L3) will be paid at 1.00%.
- 4) purchase volume divided by total transaction count.
- 5) Customer shall have ninety (90) days from statement date to notify Commerce of any revenue share payment errors.
- 6) Commerce reserves the right to withhold, suspend or modify revenue share payment for the following reasons:
  - a) If Customer's average Interchange Rate falls below 2.25%
  - b) If Interchange Rates become significantly altered by Visa and / or MasterCard
  - c) If monthly volume contain fraudulent transactions
  - d) If monthly revenue share payment is less than \$10
  - e) If any accounts become delinquent (central billed accounts only)
- 7) Commerce may adjust the revenue sharing percentages, as provided below, at the end of each calendar quarter following the Agreement Effective Date

- a) Adjustments are based on the U.S. Prime Rate, as published in The Wall Street Journal "Money Rates" column on the last business day of the month immediately preceding the first day of the applicable billing cycle
- b) Adjustments to revenue share based on Prime Rate fluctuations are not applicable while Prime Rate remains at, or below, the established 8.50% floor
- c) When the Prime Rate exceeds 8.50%, Commerce will adjust the revenue share percent payable using the grid below. Commerce will use the same grid to determine subsequent revenue share adjustments should the Prime Rate increase or decrease from any newly established Prime Rate level in future quarters
- d) The Established Prime Rate at the time of this contract is 8.25%.

Billing Cycle	Grace Period	Change in Prime Rate	Revenue Share Adjustment
Monthly	20 Day	0.25%	0.030%
Weekly	3 Day	0.50%	0.010%

<b>PAYMENT SCHEDULE</b>		
Commerce will generate a billing statement on a periodic basis as outlined below. All amounts owing on the Commercial Card and/or Payment Cards including fees and charges, shall be due and payable in full on a grace period as outlined below, after the date of such statement. If applicable, the statement will be transmitted to the Employee Cardholder or to Customer via U.S. Mail or made available by an alternative means as agreed upon by both parties.		
Billing Frequency	Grace Period in Days	Payment Method
Monthly (Commercial Card)	20	Customer-initiated ACH or AutoPay
Weekly (AP Card & Private Network Card)	3	AutoPay

<b>PROGRAM FEES FOR ALL CARDS</b>	
<b>Late Fee for Central Bill Accounts</b>	For each payment not received by the payment due date shown on the billing statement, a late fee will be charged. The late fee for the respective Commercial Card and Payment Cards will be 2.5% of the amount past due.
<b>Payment of Undisputed Fees</b>	If there is a dispute between the Parties with respect to any fee due hereunder, any portion that is not disputed shall be paid by Customer to Commerce on the due date. Any such partial payment shall not, however, constitute a waiver by Commerce of such payment or of any other rights. Customer must dispute fees within ninety (90) days after the month in which the Services were rendered or may be considered final and no longer subject to adjustment.
<b>International Service Fee</b>	Visa and MasterCard purchases, cash withdrawals and cash advances made in currencies other than U.S. Dollars will be converted to U.S. Dollars under regulations established by Visa International and MasterCard International. Visa conversion will be at a rate selected by Visa from the range of rates available in wholesales currency markets for the applicable central processing date, which may vary from the rate Visa itself receives, or the government-mandated rate in effect for the applicable central processing date. MasterCard conversion rate will be selected by MasterCard, typically either a government-mandated rate or a wholesale rate provided to MasterCard. Conversion to U.S. Dollars may occur on a date other than the date of the transaction. Therefore, the conversion rate may be different from the rate in effect at the time of the transaction. Customer agrees to pay the converted amount, plus an international service fee in the amount of 2% of the transaction amount on purchases and 1% on cash withdrawals and cash advances. For purchases, cash withdrawals and cash advances made in U.S. dollars outside of the United States and its territories, you agree to pay the transaction amount plus a 1% service assessment fee.
<b>Cancellation Fee</b>	\$5,000 fee if Customer terminates this Agreement prior to three (3) years from the Effective Date.
<b>Payment Return</b>	\$29 each after first occurrence
<b>Phone Payment</b>	\$15 each after first occurrence
<b>Statement Reprinting</b>	\$2 per statement after three occurrences Free through certain software products selected by Customer.
<b>Customized Programming</b>	AP File Layouts <ul style="list-style-type: none"> <li>❖ Standard – No Charge</li> <li>❖ Custom – in those instances where this effort will generate a cost over \$3,000, Commerce will obtain a price quote for Customer.</li> </ul>

	<p>Reconciliation Reports</p> <ul style="list-style-type: none"> <li>❖ Standard – No Charge</li> <li>❖ Custom – Commerce will obtain a price quote for Customer.</li> </ul> <p>Other Custom Programming</p> <ul style="list-style-type: none"> <li>❖ Commerce will obtain a price quote for Customer unless development is mutually agreed upon by Customer and Commerce</li> <li>❖ Development hours, beyond the initial 20 hours, are typically charged at a custom rate.</li> </ul>
<p>Customer agrees to pay all fees associated with the Card Service, if any. Fees may be subject to change from time to time by Commerce upon ninety (90) days' prior written notice.</p>	

<b>COMMERCIAL CARD FEES</b>	
<b>Cash Advance Fee</b>	All cash advances will be assessed a cash advance fee of 5.0% of the cash advance amount with a \$10.00 minimum.
<b>Finance Charge on Cash Advances</b>	<p>The periodic rate finance charge begins to accrue on the transaction date of any cash advance and is computed by applying the periodic rate to the average daily balance. Whenever payment in full is credited to the Employee Cardholder account by the statement due date, no additional periodic rate finance charge will be billed on a later statement to collect the periodic rate finance charge earned from the billing statement date to the date of actual payment. Cash advances include advances made by means of convenience checks, an electronic device or machine, a teller of any financial institution, by means of a balance transfer from another credit card, for the purchase of wire transfers, non-US currency, traveler's checks, truck stop transactions, tax payments, money orders, bets, lottery tickets and casino gaming chips.</p> <p>A minimum finance charge of \$2.50 will be imposed in any billing period for which a finance charge is payable.</p> <p>Each Employee Cardholder account will accrue a finance charge at a periodic rate equal to Prime Rate plus 21.99%, fixed monthly, divided by 12. As used herein, the "Prime Rate" is the rate published in <i>The Wall Street Journal</i> in its column called "Money Rates" on the last business day of the month immediately preceding the first day of the applicable billing cycle. No representation is made that the Prime Rate is the lowest, the best or the favored rate of interest. If for any reason <i>The Wall Street Journal</i> no longer publishes the "Money Rates" column, then Commerce will choose a new index based on comparable information.</p>
<b>Overnight Delivery</b>	\$25 per occurrence
<b>Receipt Scanning</b>	\$1 per open card per month (applies to ControlPay Advanced only)
<b>Basic Card Design</b>	No Charge
<b>Full Customized Plastic and re-order</b>	Price Quote
<b>Payment Return</b>	\$29 per occurrence
<b>Ultra-graphic Card Design</b>	\$500

IN WITNESS WHEREOF, this Card Service Schedule has been executed by the duly authorized officers of the parties hereto, and this Card Service Schedule shall supersede any prior Card Service Schedule.

**Commerce Bank**

**McLean County Unit School District #5**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_



Sent via Email: Frank.Hill@CommerceBank.com

August 11, 2023

Mr. Martin S. Hickman  
Business Manager  
Community Unit School District No. 5, McLean and Woodford Counties, Illinois  
1809 W. Hovey Avenue  
Normal, Illinois 61761

**Re: Financing for Two (2) John Deere 2023 Exmark Zero Turn Mowers**

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Dear Mr. Hickman:

Please find the enclosed documentation for your review and completion. An instruction sheet has been included as a guide to assist you with the process. Once you have completed and returned the required documentation to Clayton Holdings, LLC the transaction can be funded. The documentation has been filled out according to the terms and amount shown on the formal proposal. If you have questions or comments please call.

Clayton Holdings, LLC is listed as Lessor in this State and Municipal Lease/Purchase Agreement. **For your convenience, we have listed the documentation that we require before closing:**

- The **Lease** WITH ALL SCHEDULES EXECUTED CORRECTLY*
- 8038-G IRS Form to be forwarded to the IRS per the instruction letter***

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If you have any questions regarding the above documentation, please feel free to contact me.

Sincerely,

Nancy Mullen  
Municipal Contract Administrator  
Email: [nancy.mullen@commercebank.com](mailto:nancy.mullen@commercebank.com)  
Phone: 617-584-2868

Documentation Instructions

Clayton Holdings, LLC

Please call Nancy Mullen at 617.584.2868 with any questions during completion

**State and Municipal Lease/ Purchase Agreement**

- An individual authorized by the Lessee should sign and date where indicated.
- Federal Tax ID # should be inserted, or confirmed if already completed.

**Schedule A - Description of Equipment**

- Fill in the description of equipment, unless already completed.
- Type in Physical Address of the location where the Equipment will be housed upon delivery.
- Sign and date where indicated.

**Schedule B - Delivery and Acceptance Certificate**

- Authorized individual should sign and date where indicated, then type her/his name and title below, if not already completed.

**Schedule C - Amortization/Payment Schedule**

- Sign and date where indicated.

**Schedule D - Opinion of Counsel – N/A WAIVED BY LESSOR**

- The attached is a "Draft" form of the Opinion. This should be provided to your counsel along with a copy of the lease. Your Counsel should provide an original of this Opinion on their letterhead, signed and dated. The date of the Opinion should be on or after the date the lease is signed by the Lessee.

**Schedule E - Bank Qualified Designation**

- First paragraph should be completed by the Secretary or Clerk of the Board (as Witness).
- Middle section should list all individuals authorized to sign for the Board and include the signature of all authorized signers of the Lessee (this should include any persons who will be signing forms, including payment request forms for the Escrow account).
- Bottom section should be signed by the Secretary or Clerk of the Board as Witness.

**Schedule F - Essential Use/Source of Funds Letter**

- Please complete where indicated. List intended use of equipment, the useful life of equipment, the source of funds and then authorized individual should sign and date where indicated.
- Witness should also sign where indicated.

**Schedule G - Proof of Insurance**

- Please complete the insurance agent information.
- Please sign and date the form.
- Contact your insurance provider for a certificate of insurance naming Clayton Holdings, LLC, as Loss Payee under the property damage policy, and Additional Insured under the general liability policy.

**Schedule H - Authorization for Preauthorized Payments (if utilizing this free service)**

- Please include a voided check or deposit slip.
- Please sign and date the form.

**Schedule I - Disbursement Authorization**

- Verify that information is correct, then sign and date where indicated.

**8038-G IRS Form & Questionnaire**

- Please verify Lessee's Federal Identification number in Part 1, Box 2.
- Sign, date and type the name of the individual signing this document, unless already completed.
- Review information on Questionnaire, then sign, date and type the name of the individual signing this document, unless already completed.



## CLAYTON HOLDINGS, LLC

### STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT

**Lease Number: 5000125-012**

This State and Municipal Lease/Purchase Agreement (the "Lease") is made and entered into on this, the Eleventh day of August, 2023 by and between Clayton Holdings, LLC with offices at 8000 Forsyth Boulevard, Suite 510, St. Louis, Missouri 63105 (herein called the "Lessor"), and Community Unit School District No. 5, McLean and Woodford Counties, Illinois, with its principal address at 1809 W. Hovey Avenue, Normal, Illinois 61761-4339 (herein called the "Lessee"), wherein it is agreed as follows:

1. **LEASE OF EQUIPMENT:** Lessee hereby requests Lessor to acquire the equipment described in Schedule A attached hereto and made a part hereof. Subject to the terms and conditions hereof, Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor the equipment described in Schedule A, with all replacement parts, repairs, additions and accessories incorporated therein or affixed thereto (herein collectively called the "Equipment").
2. **DELIVERY AND ACCEPTANCE:** Lessee agrees to order the Equipment from the supplier of such Equipment, but will not be liable for specific performance of this Lease or for damages if for any reason the supplier delays or fails to fill the order. Lessee will cause the Equipment to be delivered at the location specified in Schedule A (the "Equipment Location"). Lessee will pay all transportation and other costs, if any, incurred in connection with the delivery and installation of the Equipment. Any delay in such delivery will not affect the validity of this Lease. Lessee will accept the Equipment as soon as it has been delivered and is operational, or as soon as any manufacturer or vendor pre-acceptance test period has expired. Lessee will have no more than thirty (30) days from the date of delivery of the Equipment to accept such Equipment. In the event the Equipment is not accepted by Lessee within thirty (30) days from the date of its delivery, Lessor, at Lessor's sole option, will have the right to terminate this Lease. Lessee will evidence its acceptance of the Equipment by executing and delivering to Lessor a delivery and acceptance certificate in the form of Schedule B attached hereto and made a part hereof (the "Acceptance Certificate"). Lessee hereby authorizes the Lessor to add to this Lease and to any other description of the Equipment the serial number of each item of Equipment when available.
3. **TERM:** This Lease will become effective upon the execution hereof by Lessee and Lessor. The initial term of this Lease will commence on the earlier of the date Lessee executes the Acceptance Certificate or the date funds sufficient to purchase the Equipment are deposited with a bank or trust company in an escrow fund (the "Start Date") and will extend through the end of Lessee's fiscal year containing the Start Date. Unless earlier terminated as expressly provided for in this Lease, the term of this Lease will be automatically renewed on a year-to-year basis for the number of annual fiscal periods necessary to comprise the lease term as set forth in Schedule C attached hereto and made a part hereof (the "Lease Term").
4. **RENT:** Lessee agrees to pay Lessor or any Assignee (as defined in Section 22 below), the rental payments for the Equipment as set forth in Schedule C (the "Rental Payments"). A portion of each Rental Payment is paid as and represents the payment of interest as set forth in Schedule C. The Rental Payments will be payable without notice or demand, at the office of Lessor (or such other place as Lessor or any Assignee may designate in writing, from time to time) and will commence on the Start Date or as otherwise set forth in Schedule C, and the remaining Rental Payments will be payable on the same day of each consecutive month or quarter or semiannual or annual period thereafter (as designated in Schedule C) for the duration of the Lease Term. Any notice, invoicing, purchase orders, quotations or other forms or procedures requested by Lessee in connection with payment will be fully explained and provided to Lessor or any Assignee sufficiently in advance of the payment due date for the completion thereof by Lessor or any Assignee prior to such payment date, but none of the foregoing will be a condition to Lessee's obligation to make any such payment. If Lessee fails to pay any annual rental payment or any other sums under the Lease within ten (10) days when the same becomes due, Lessee shall pay to Lessor (in addition to and not in lieu of other rights of Lessor) a late charge equal to the greater of five (5%) percent of such delinquent amount or Twenty-Five Dollars (\$25.00), but in any event not more than the maximum permitted by law. Such late charge shall be payable by Lessee upon demand by Lessor and shall be deemed rent hereunder. Lessee acknowledges and agrees that the late charge (i) does not constitute interest, (ii) is an estimate of the costs Lessor will incur as a result of the late payment and (iii) is reasonable in amount. Lessor and Lessee understand and intend that the obligation of Lessee to pay Rental Payments hereunder will constitute a current expense of Lessee and will not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by Lessee. EXCEPT AS SPECIFICALLY PROVIDED IN SECTION 8 HEREOF, THE RENTAL PAYMENTS SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS AND WILL NOT BE SUBJECT TO ANY SETOFF, DEFENSE, COUNTERCLAIM, ABATEMENT OR RECOUPMENT FOR ANY REASON WHATSOEVER.

Notwithstanding the foregoing, in the event that Lessee, by its use of the Equipment or by its actions or omissions or by any means whatsoever, causes any interest payments as set forth in Schedule C to be included in Lessor's gross income, Lessee agrees that the interest portion of the Rental Payments on Schedule C will be adjusted commencing with the first day of the next succeeding fiscal year of the Lessee, but only if this Lease is renewed for such fiscal year, and thereafter, so that Lessor, its Assignees and any participants with such, will be in the same after-tax position they would have been in had such payment been excluded from the gross income of Lessor, its Assignees and any participants with such under Section 103 of the Code.

5. **AUTHORITY AND AUTHORIZATION:** Lessee represents, warrants and covenants that (a) it will do or cause to be done all things necessary to preserve and keep in full force and effect (i) its existence, and (ii) subject to Section 8 hereof, the Lease; (b) it has complied with all bidding and budgeting requirements where necessary and by due notification has presented this Lease for approval and adoption as a valid obligation on its part and that all requirements have been met and procedures have been followed to ensure the enforceability of the Lease; (c) it has sufficient appropriations or other funds available to pay all amounts due hereunder for the current fiscal year period; (d) no event has occurred and no condition exists which, upon the execution of this Lease or with notice or the passage of time or both, would constitute a default under any debt, revenue or purchase obligation which it has issued or to which it is a party (the "Obligation") nor has it been in default under any Obligation at any

time during the past five (5) years, and (e) no lease, rental agreement or contract for purchase, to which Lessee has been a party, at any time during the past five (5) years, has been terminated by Lessee as a result of insufficient funds being appropriated in any fiscal period.

- 6. LESSEE CERTIFICATION:** Lessee warrants and covenants that (i) it is a state, or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the related regulations and rulings thereunder; (ii) subject to Section 8 hereof, Lessee's obligation under this Lease constitutes an enforceable obligation issued by or on behalf of a state, or political subdivision thereof, such that any interest income derived under this Lease and due Lessor or its Assignee, including, but not limited to, those amounts designated as interest in Schedule C, will not be includable in the gross income of Lessor, its Assignee or any participants with such for the purposes of federal income taxation; (iii) this Lease represents a valid deferred payment obligation of Lessee for the amount herein set forth; (iv) Lessee has the legal capacity to enter into this Lease and is not in contravention of any state, county, district, city or town statute, rule, regulation or other governmental provision; (v) during the Lease Term, the Equipment will not be used in a trade or business of any other person or entity; (vi) Lessee will complete and file on a timely basis, Internal Revenue Service form 8038G or 8038GC, as appropriate, in the manner set forth in Section 149(e) of the Code; (vii) Lessee will not take any action or permit the omission of any action reasonably within its control which action or omission will cause the interest portion of any Rental Payment hereunder to be includable in gross income for federal income taxation purposes; and (viii) Lessee's federal employer identification number below is correct.
- 7. APPROPRIATIONS AND ESSENTIAL USE:** Lessee reasonably believes that sufficient funds can be obtained to make all Rental Payments during the Lease Term. The responsible financial officer of Lessee will do all things lawfully within his or her power to obtain funds from which the Rental Payments, including any Rental Payments required by Section 4 hereof, may be made, including making provisions for such payments, to the extent necessary, in each proposed annual budget submitted for approval in accordance with applicable procedures of Lessee. Notwithstanding the foregoing, the decision whether or not to budget or appropriate funds or to extend this Lease for any subsequent annual fiscal period is solely within the discretion of the then current governing body of Lessee. It is Lessee's current intent to make the Rental Payments for the full Lease Term if funds are legally available therefore, and in that regard Lessee represents that (a) the use of the Equipment is essential to its proper, efficient, and economic functioning or to the services that it provides to its citizens; (b) Lessee has an immediate need for and expects to make immediate use of substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future; and (c) the Equipment will be used by the Lessee only for the purpose of performing one or more of its governmental or proprietary functions consistent with the permissible scope of its authority.
- 8. NONAPPROPRIATION OF FUNDS:** In the event no funds or insufficient funds are appropriated and budgeted or otherwise made available for Rental Payments, including any Rental Payments required by Section 4 hereof, for any fiscal period in which the Rental Payments for the Equipment are due under this Lease, then, without penalty, liability or expense to Lessee, this Lease will thereafter terminate and be rendered null and void on the last day of the fiscal period for which appropriations were made, except as to (i) the portions of the Rental Payments herein agreed upon for which funds have been appropriated and budgeted or are otherwise available and (ii) Lessee's other obligations and liabilities under this Lease relating to, accruing or arising prior to such termination. Lessee will, not less than sixty (60) days prior to the end of such applicable fiscal period, in writing, notify Lessor and any Assignee of such occurrence, but failure to give such notice will not prevent such termination. In the event of such termination, Lessee agrees to peaceably surrender possession of the Equipment to Lessor or its Assignee on the day of such termination, packed for shipment in accordance with manufacturer's specifications and eligible for manufacturer's maintenance, and freight prepaid and insured to any location in the continental United States designated by Lessor, all at Lessee's expense, Lessor or its Assignee may exercise all available legal and equitable rights and remedies in retaking possession of the Equipment.
- 9. EXCLUSION OF WARRANTIES; LIMITATIONS OF LIABILITY; DISCLAIMER OF CONSEQUENTIAL DAMAGES: LESSEE HAS SELECTED BOTH THE EQUIPMENT AND THE VENDOR(S) FROM WHOM LESSOR IS TO PURCHASE THE EQUIPMENT IN RELIANCE HEREON. LESSEE ACKNOWLEDGES AND AGREES THAT THE EQUIPMENT IS OF A SIZE, DESIGN AND CAPACITY SELECTED BY LESSEE, THAT LESSOR IS NOT A MANUFACTURER, VENDOR, DISTRIBUTOR OR LICENSOR OF SUCH EQUIPMENT, AND THAT LESSOR LEASES THE EQUIPMENT AS IS AND HAS NOT MADE, AND DOES NOT HEREBY MAKE, ANY REPRESENTATION, WARRANTY OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE MERCHANTABILITY, CONDITION, QUALITY, DURABILITY, DESIGN, OPERATION, FITNESS FOR USE, OR SUITABILITY OF THE EQUIPMENT IN ANY RESPECT WHATSOEVER OR IN CONNECTION WITH OR FOR THE PURPOSES AND USES OF LESSEE, OR ANY OTHER REPRESENTATION, WARRANTY OR COVENANT OF ANY KIND OR CHARACTER, EXPRESS OR IMPLIED, WITH RESPECT THERETO INCLUDING ANY WARRANTIES OF TITLE OR AGAINST INFRINGEMENT OR ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR PRACTICE, ALL OF WHICH ARE SPECIFICALLY DISCLAIMED BY LESSOR AND IN NO EVENT SHALL LESSOR BE OBLIGATED OR LIABLE FOR ACTUAL, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES OF OR TO LESSEE OR ANY OTHER PERSON OR ENTITY ARISING OUT OF OR IN CONNECTION WITH THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO THE SALE, LEASE, USE, PERFORMANCE OR MAINTENANCE OF THE EQUIPMENT, INCLUDING INTERRUPTION OF SERVICE, LOSS OF DATA, LOSS OF REVENUE OR PROFIT, LOSS OF TIME OR BUSINESS, OR ANY SIMILAR LOSS, EVEN IF ANY SUCH PERSON IS ADVISED IN ADVANCE OF THE POSSIBILITY OR CERTAINTY OF SUCH DAMAGES AND EVEN IF LESSEE ASSERTS OR ESTABLISHES A FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED IN THIS LEASE.**

Lessee acknowledges that neither the original vendor nor licensor of the Equipment (including the salespersons of any of them) is an agent of Lessor, nor are they authorized to waive or alter any terms of this Lease. Lessee hereby waives any claim (including any claim based on strict or absolute liability in tort) it might have against Lessor or any assignee of the Lessor for any loss, damage or expense caused by or with respect to the Equipment. Lessor hereby assigns to Lessee during the Lease Term, to the extent permitted by law, all manufacturer's warranties, if any, that it may have with respect to the Equipment, and Lessor authorizes Lessee to obtain the customary services furnished in connection with such warranties at Lessee's expense. Lessor authorizes Lessee, to the extent permitted by law, to enforce in its own name any warranty, representation or other claim enforceable against the manufacturer. Lessor assumes no responsibility for shipment, delivery, installation or maintenances, and all claims of Lessee with respect thereto, whether for delay, damage or otherwise, will be made against the manufacturer. Lessor, at its option, may provide in its purchase order that the manufacturer agrees that any of such claims may be made by Lessee directly against the manufacturer. The obligation of Lessee to pay the Rental Payments as defined in Section 4 will not be abated, impaired or reduced by reason of any claims of Lessee with respect to the Equipment, including but not limited to its condition, quality, workmanship, delivery, shipment, installation, defects or otherwise.

- 10. TITLE, SECURITY INTEREST:** Title to the Equipment is deemed to be in Lessee so long as no Event of Default pursuant to section 19 below has occurred and/or this Lease has not been terminated pursuant to the provisions of Section 8 above. Upon the earlier of (i) termination of this Lease in accordance with Section 8 above or (ii) the occurrence of an Event of Default by Lessee pursuant to Section 19 below, title will immediately revert to Lessor free of any right, title or interest of Lessee unless Lessor elects otherwise. In order to secure all of Lessee's obligations hereunder, Lessee hereby (a) to the extent permitted by law, grants to Lessor a first and prior security interest in any and all rights, titles and interest of

Lessee in the Lease, the Equipment and in all additions, attachments, accessions, accessories, replacements, improvements and substitutions thereto, now or hereafter acquired, together with all rents, issues, income, profits and proceeds thereof, including insurance proceeds; (b) agrees that financing statements evidencing such security interest may be filed; and (c) agrees to execute and deliver all certificates of title and other instruments necessary or appropriate to evidence and perfect such security interest. Lessee further agrees that the Uniform Commercial Code will apply as between the parties hereto and Assignees of Lessor.

11. **PERSONAL PROPERTY:** The Equipment is, and will remain, personal property and will not be deemed to be affixed or attached to real property or any building thereon. If requested by Lessor, Lessee will, at Lessee's expense, furnish to Lessor landlord or mortgagee waiver with respect to the Equipment.
12. **USE; REPAIRS:** Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer of the Equipment and will comply with all laws, ordinances, insurance policies and regulations relating to, and will pay all costs, claims, damages, fees and charges arising out of, its possession, use or maintenance. Lessee, at its sole costs and expense, will maintain the Equipment according to the manufacturer's recommended guidelines or the equivalent and meet any and all recertification requirements and will furnish proof of such maintenance, if requested by Lessor and will furnish all needed servicing and parts, which parts will become part of the Equipment. If the Equipment is such as is customarily covered by a maintenance agreement, Lessee will furnish Lessor with a maintenance agreement with a party satisfactory to Lessor.
13. **ALTERATIONS:** Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent, and any permitted alteration or attachment which cannot be readily removed without damaging the Equipment's originally intended function or value will become part of the Equipment.
14. **LOCATION; INSPECTION:** The Equipment will not be removed from, or if the Equipment consists of rolling stock, its permanent base will not be changed from the Equipment Location without Lessor's prior written consent, which consent will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operations.
15. **LIENS AND TAXES:** Lessee will keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Lease. Lessee will pay, when due, all charges and taxes (federal, state and local) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Equipment, excluding however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor will have the right, but will not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Lease, Lessee will, upon demand, reimburse Lessor therefor.
16. **RISK OF LOSS; DAMAGE; DESTRUCTION:** Lessee assumes all risk of loss of or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment will relieve Lessee of the obligation to make the Rental Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair (the proceeds of any insurance recovery will be applied to the cost of such repair). If Lessor determines that any item of Equipment is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessor, will (a) replace the same with like equipment in good repair; or (b) on the next Rental Payment date pay to Lessor (i) all amounts owed by Lessee under this Lease, including the Rental Payment due on such date, and (ii) an amount not less than the balance of the Rental Payments then remaining unpaid hereunder. In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Rental Payment and the balance of the Rental Payments then remaining unpaid hereunder, as applicable, to be made by Lessee with respect to the Equipment which has suffered the event of loss.
17. **INSURANCE:** Lessee will, at its expense, maintain at all times during the Lease Term (a) fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurers as will be satisfactory to Lessor. In no event will the insurance limits be less than the greater of (i) an amount equal to the balance of the Rental Payments then remaining for the Lease Term or (ii) any minimum required by any co-insurance provisions of such insurance, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor, and (c) workers' compensation coverage as required by the laws of the state in which Lessee is located. Each insurance policy required by clause (b) of the preceding sentence will name Lessee as an insured and Lessor or its assigns as an additional insured and loss payee, as appropriate, and each insurance policy required by the preceding sentence will contain a clause requiring the insurer to give Lessor or its Assignee at least thirty (30) days prior written notice of any alteration in the terms of such policy or the cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its assigns, as their interest may appear. Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice hereof and make available to Lessor all information and documentation relating thereto. Notwithstanding the foregoing, with Lessor's prior written consent, Lessee may self-insure against any and all risks for which insurance is required.
18. **INDEMNIFICATION:** To the extent permitted by law, and solely from legally available funds, Lessee agrees to indemnify Lessor against, and hold Lessor, its Assignees, or any participants with such, harmless from, any and all claims, actions, proceedings, expenses, damages, liabilities or losses (including, but not limited to, attorneys' fees and court costs) arising in connection with the Equipment, including, but not limited to, its selection, purchase, delivery, possession, use, operation or return and the recovery of claims under insurance policies thereon.
19. **EVENTS OF DEFAULT:** The Term "Event of Default" as used in this Lease, means the occurrence of any one or more of the following events: (a) Lessee fails to make any Rental Payment (or any other payment) as it becomes due in accordance with the terms of this Lease, and any such failure continues for ten (10) days after the date thereof; (b) Lessee fails to perform or observe any other covenant, condition or agreement to be performed or observed by it hereunder and such failure is not cured within ten (10) days after written notice thereof by Lessor; (c) the discovery by Lessor that any statement, representation or warranty made by Lessee in this Lease or in any document delivered by Lessee pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; (d) Lessee becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of Lessee or of all or substantial part of its assets, a petition for relief is filed by Lessee under federal bankruptcy, insolvency or similar laws, or a petition in a proceeding under any bankruptcy, insolvency or similar laws, is filed against Lessee and is not dismissed within thirty (30) days thereafter; (e) Lessee suffers an adverse material change in its financial condition or operations from the date hereof and, as a result, Lessor deems itself insecure; or (f) Lessee is in default under any other agreement executed at any time with Lessor, its affiliates or Lessor's Assignee or under any other agreement or instrument by which it is bound.

- 20. REMEDIES:** Upon the occurrence of an Event of Default, Lessor may, at its option, exercise any one or more of the following remedies: (a) by written notice to Lessee, declare an amount equal to all amounts then due under this Lease and all remaining Rental Payments which will become due during the then current fiscal year of Lessee to be immediately due and payable, whereupon the same will become immediately due and payable; (together with interest on such amount at the lesser of one and one-half (1 ½ %) percent per month or the maximum permitted by law from the date on which Lessor has declared this Lease to be in default; (b) by written notice to Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly return the Equipment to Lessor in the manner set forth in Section 8 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same without liability to Lessor or its agents for such entry or for damage to property or otherwise; (c) sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for (i) all Rental Payments and other payments due to the effective date of such selling, leasing or subleasing, and (ii) for the difference between the purchase price, rental and other amounts paid by the purchaser, lessee or sublessee pursuant to such sale, lease or sublease and the remaining amounts payable by the Lessee through the end of the then current fiscal year of Lessee hereunder; and (d) exercise any other right, remedy or privilege which may be available to it under applicable law, including the right to (i) proceed by appropriate court action to enforce the terms of this Lease, (ii) recover damages for the breach of this Lease, and (iii) rescind this Lease as to any or all of the Equipment.

In addition, Lessee will remain liable for all covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

- 21. EARLY PURCHASE OPTION:** Lessee may, upon sixty (60) days prior written notice to Lessor, and provided Lessee has fully paid and performed all other obligations hereunder and provided no Event of Default has occurred and is continuing, pay to Lessor the applicable amount set forth on Schedule C attached hereto, whereupon title to the Equipment will become unconditionally vested in Lessee, and Lessor will transfer any and all of its right, title and interest in the Equipment to Lessee as is, where is, without warranty, express or implied, except that Lessor will warrant to Lessee that the Equipment is free and clear of any liens created by Lessor.
- 22. ASSIGNMENT:** Except as expressly provided herein, Lessee will not (a) assign, transfer, pledge, hypothecate or grant any security interest in, or otherwise dispose of, this Lease or the Equipment or any interest in this Lease or the Equipment or (b) sublet or lend the Equipment or permit the Equipment to be used by anyone other than Lessee or Lessee's employees unless Lessee obtains the prior written consent of Lessor and an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations satisfactory to Lessor that such action will not adversely affect the exclusion of the interest portions of the Rental Payments from gross income for federal income tax purposes.

Lessor, without the consent of Lessee, may assign all or any portion or portions of its right, title and interest in and to this Lease, the Equipment and any other documents executed with respect to this Lease, and/or grant or assign all or any portion or portions of its security interest in this Lease and the Equipment, in whole or in part to various assignees, their agents or trustees (each and any one hereinafter referred to as an "Assignee"). Any such assignment to an Assignee may provide that the Lessor or the Assignee will act as a collection and paying agent for owners of certificates of participation in this Lease, or may provide that a third-party trustee or agent will act as collection and paying agent for any Assignee, provided that any such trustee or agent will maintain registration books as a register of all persons who are owners of certificates of participation or other interest in Rental Payments and Lessee receives written notification of the name and address of the trustee or agent and a copy of the pooling and fractionalization agency or trustee agreement, if any. Any such Assignee will have all of the assigned rights of Lessor under this Lease. Subject to the foregoing, this Lease will inure to the benefit of and will be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. Any assignment or reassignment of any of Lessor's right, title or interest in this Lease or the Equipment will be effective upon receipt by Lessee of a duplicate original of the counterpart document by which the assignment or reassignment is made, disclosing the name and address of each such Assignee and, where applicable, to whom further payments hereunder should be made. During the Lease Term, Lessee covenants that it will keep a complete and accurate record of all assignments in form necessary to comply with Section 149(a) of the Code and the regulations, proposed or existing, from time to time promulgated thereunder. Lessee agrees to acknowledge in writing any assignments if so required.

Lessee agrees that, upon notice of assignment, if so instructed it will pay directly to the Assignee, or its Trustee or Agent without abatement, deduction or setoff all amounts which become due hereunder. Lessee further agrees that it will not assert against any Assignee, Trustee or Agent any defense, claim, counterclaim or setoff on account of any reason whatsoever with respect to any Rental Payments or other amounts due hereunder or with respect to any action brought to obtain possession of the Equipment pursuant to this Lease.

- 23. FINANCIAL STATEMENTS:** Each year during the term of this Lease, Lessee hereby agrees to deliver to Lessor a copy of: (i) annual audited financial statements within one hundred twenty (120) days of Lessee's fiscal year-end; and (ii) within a reasonable period of time, any other financial information Lessor requests from time to time.
- 24. NATURE OF AGREEMENT:** Lessor and Lessee agree that upon the due and punctual payment and performance of the installments of Rental Payments and other amounts and obligations under this Lease, title to the Equipment will vest permanently in Lessee as provided in this Lease, free and clear of any interest, lien or security of Lessor therein.
- 25. AMENDMENTS:** This Lease may be amended or any of its terms modified for the purpose of adding Equipment, with the written consent of the parties hereto. In such event, additions to or additional Schedules attached hereto will be executed by Lessee. All other amendments or modifications of the terms of this Lease (except for the addition or serial numbers for the Equipment as set forth in the Acceptance Certificate) must be accomplished by written consent of Lessee and Lessor, or its Assignee, if any; provided, however, that no amendment of this Lease will operate to reduce or delay any Rental Payments to be made hereunder without the consent of Lessor, or its Assignee, at the time of such amendment.
- 26. NOTICES:** All notices to be given under this Lease must be made in writing and mailed by certified mail to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notice is effective upon receipt.
- 27. SECTION HEADINGS:** All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.
- 28. GOVERNING LAW:** This Lease will be governed by the provisions hereof and by the laws of the State of Illinois.

**29. FURTHER ASSURANCES:** Lessee will deliver to Lessor (i) an opinion of counsel in substantially the form of Schedule D attached hereto or as Lessor may otherwise request; and (ii) if applicable, a certificate of a duly authorized official as to designation as a qualified tax-exempt obligation. Moreover, Lessee will execute or provide, as requested by Lessor, any documents and information that are reasonably necessary with respect to the transaction contemplated by this Lease.

**30. ENTIRE AGREEMENT:** This Lease, together with the Schedules attached hereto and made a part hereof and other attachments hereto and other documents or instruments executed by Lessee and Lessor in connection herewith, constitute the entire agreement between the parties with respect to the lease of the Equipment, and this Lease will not be modified, amended, altered or changed except with the written consent of Lessee or Lessor.

**31. SEVERABILITY:** Any provision of this Lease found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Lease.

**32. WAIVER:** The waiver by Lessor of any breach by Lessee of any term, covenant or condition, hereof will not operate as a waiver of any subsequent breach hereof.

**33. CERTIFICATION AS TO ARBITRAGE:** Lessee hereby represents as follows:

- (a) The estimated total costs of the Equipment will not be less than the total principal amount of the Rental Payments.
- (b) The Equipment has been ordered or is expected to be ordered within six months of the effective date of this Lease, and the Equipment is expected to be delivered and installed, and the Vendor fully paid, within one (1) year of the effective date of this Lease.
- (c) Lessee has not created or established, and does not expect to create or establish, any sinking fund or other similar fund (i) that is reasonably expected to be used to pay the Rental Payments, or (ii) that may be used solely to prevent a default in the payment of Rental Payments.
- (d) The Equipment has not been, and is not expected to be, sold or otherwise disposed of by Lessee, either in whole or in major part, prior to the final Rental Payment.
- (e) To the best of Lessee's knowledge, information and belief, the above expectations are reasonable.

**34. ELECTRONIC TRANSACTIONS.** The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT, ARE NOT ENFORCEABLE. TO PROTECT YOU (LESSEE(S)) AND US (LESSOR) FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

**BY SIGNING BELOW, YOU AND WE AGREE THAT THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN US.**

<p><i>Lessor: <u>Clayton Holdings, LLC</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: _____</i></p> <p><i>Title: <u>Officer</u></i></p> <p><i>Date: _____</i></p>	<p><i>Lessee: <u>Community Unit School District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Business Manager</u></i></p> <p><i>Date: _____</i></p> <p><i>EIN: <u>37-6004011</u></i></p>
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**SCHEDULE A TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-012**

<b>Location of Equipment</b>	
Street: 1809 W. Hovey Avenue City: Normal State: Illinois Zip Code: 61761	
<b>Description of Equipment</b>	<b>Equipment Cost</b>
Two (2) John Deere 2023 Exmark Zero Turn Mowers	
Serial Number: _____	\$66,399.00
Serial Number: _____	\$66,399.00
<b><u>Total Equipment Cost</u></b>	<b><u>\$132,798.00</u></b>

Lessee hereby certifies that the description of the property set forth above constitutes a complete and accurate description of all Equipment as subject to in the Lease.

<p><i>Lessee: <u>Community Unit School District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Business Manager</u></i></p> <p><i>Date: _____</i></p>
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**SCHEDULE B TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-012  
DELIVERY AND ACCEPTANCE CERTIFICATE**

TO: Clayton Holdings, LLC

Reference is made to the State and Municipal Lease/Purchase Agreement between the undersigned Community Unit School District No. 5, McLean and Woodford Counties, Illinois (“Lessee”), and Clayton Holdings, LLC (“Lessor”), dated the Eleventh day of August, 2023 (“Lease”) and to the Equipment as such term is defined therein. In connection therewith we are pleased to confirm to you the following:

1. All of the Equipment has been delivered to and received by the undersigned; all installation or other work necessary prior to the use thereof has been completed; said Equipment has been examined and/or tested and is in good operating order and condition and is in all respects satisfactory to the undersigned and as represented, and said Equipment has been accepted by the undersigned and complies with all terms of the Lease. Consequently, you are hereby authorized to pay for the Equipment in accordance with the terms of any purchase orders for the same.
2. In the future, in the event the Equipment fails to perform as expected or represented we will continue to honor the Lease in all respects and continue to make our rental and other payments thereunder in the normal course of business and we will look solely to the vendor, distributor or manufacturer for recourse.
3. We acknowledge that Lessor is neither the vendor nor manufacturer or distributor of the Equipment and has no control, knowledge or familiarity with the condition, capacity, functioning or other characteristics of the Equipment
4. The serial number for each item of Equipment which is set forth on Schedule A to the Lease is correct.

This certificate will not be considered to alter, construe, or amend the terms of the Lease.

<p><i>Lessee: <u>Community Unit School District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Business Manager</u></i></p> <p><i>Date: _____</i></p>
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### SCHEDULE C PAYMENT SCHEDULE

Lessee: Community Unit School District No. 5, McLean and Woodford Counties, Illinois  
 Lessor: Clayton Holdings, LLC  
 Lease Number: 5000125-012  
 Lease term in Months: Fifty (50)  
 Rental Periods: Five (5) Annual Payments, in Arrears.  
 First Payment Date: October 17, 2023  
 Capital Cost of Equipment: \$132,798.00

Rental Payment Date	Payment Amount	Amount Credited to Interest	Amount Credited to Capital Cost	Outstanding Principal Balance
10/17/2023	\$ 29,602.15	\$ 1,165.17	\$ 28,436.98	\$ 104,361.02
10/17/2024	\$ 29,602.15	\$ 5,478.95	\$ 24,123.20	\$ 80,237.82
10/17/2025	\$ 29,602.15	\$ 4,212.49	\$ 25,389.66	\$ 54,848.16
10/17/2026	\$ 29,602.15	\$ 2,879.53	\$ 26,722.62	\$ 28,125.54
10/17/2027	\$ 29,602.15	\$ 1,476.61	\$ 28,125.54	\$ -
<b>TOTALS:</b>	<b>\$ 148,010.75</b>	<b>\$ 15,212.75</b>	<b>\$ 132,798.00</b>	

Interest, if any, accruing from the Start Date to the actual date of funding shall be retained by Lessor as additional consideration for entering into this Lease Purchase Agreement.

Lessee: Community Unit School District No. 5, McLean and Woodford Counties, Illinois

Authorized Signature: \_\_\_\_\_

Printed Name: Martin S. Hickman

Title: Business Manager

Date: \_\_\_\_\_

**SCHEDULE E TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-012**

**RESOLUTION OF LESSEE'S GOVERNING BODY**

The undersigned, being the officer identified below of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "Lessee"), hereby certifies that the following is a true and correct copy of a resolution adopted by the governing body of the Lessee at a meeting duly held on \_\_\_\_\_, 20\_\_\_\_\_.

\* \* \* \*

**WHEREAS**, in order to facilitate the acquisition of certain equipment for use by the Lessee and to pay the cost thereof, it is necessary and desirable for the Lessee to enter into a State & Municipal Lease/Purchase Agreement (together with all Exhibits and Schedules, the "Lease") with Clayton Holdings, LLC (together with its successors and assigns, the "Lessor"), pursuant to which the Lessee will lease the Equipment from the Lessor with an option to purchase; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, AS FOLLOWS:**

**Section 1. Approval of the Lease.** The Lease is hereby approved in substantially the forms submitted to and reviewed by the governing body of the Lessee on the date hereof, with such changes therein as shall be approved by the following officer of the Lessee, said officer's execution thereof to be conclusive evidence of the approval thereof:

<b>Printed Name</b>	<b>Title</b>	<b>Signature</b>
<u>Martin S. Hickman</u>	<u>Business Manager</u>	_____

Said officer is hereby authorized and directed to execute and deliver the Lease on behalf of and as the act and deed of the Lessee, and to affix the seal of the Lessee, if applicable.

**Section 2. Further Authority.** The Lessee shall, and the officials and agents of the Lessee are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the Lessee with respect to the Lease and the Equipment.

\* \* \*

I further certify that the foregoing resolution has not been modified, amended or repealed and is in full force and effect as of the date hereof.

**WITNESS** my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Community Unit School District No. 5, McLean and Woodford Counties, Illinois

By: \_\_\_\_\_  
Stan Gozur, Secretary of the Board

**SCHEDULE F  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-012**

**ESSENTIAL USE/SOURCE OF FUNDS LETTER**

**August 11, 2023**

Clayton Holdings, LLC  
8000 Forsyth Boulevard, Suite 510  
St. Louis, Missouri 63105

Re: State and Municipal Lease/Purchase Agreement No. 5000125-012, dated the Eleventh day of August, 2023 (the "Lease"), between CLAYTON HOLDINGS, LLC ("Lessor") and Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Lessee")

Ladies and Gentlemen:

This confirms and affirms that the Equipment described in the Lease is essential to the function of the undersigned or to the service we provide to our citizens.

Further, we have an immediate need for, and expect to make immediate use of, substantially all such Equipment, which need is not temporary or expected to diminish in the foreseeable future. Such Equipment will be used by us only for the purpose of performing one or more of our governmental or proprietary functions consistent with the permissible scope of our authority. Specifically, such Equipment was selected by us to be used as follows:

\_\_\_\_\_

The estimated useful life of such Equipment based upon manufacturer's representations and our projected needs is \_\_\_\_\_ years.

Our source of funds for payments of the Rental Payments due under the Lease for the current fiscal year is \_\_\_\_\_.

We currently expect and anticipate adequate funds to be available for all future payments of rent due after the current fiscal year for the following reasons:

\_\_\_\_\_

Very truly yours,

Lessee: Community Unit School District No. 5, McLean and Woodford Counties, Illinois

Authorized Signature: \_\_\_\_\_

Printed Name: Martin S. Hickman

Title: Business Manager

Date: \_\_\_\_\_

**SCHEDULE G  
PROOF OF INSURANCE**

Insurance Agent Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Ladies and Gentlemen:

Please add CLAYTON HOLDINGS, LLC, as both sole loss payee under the property insurance covering the Equipment listed on attached Schedule A, and as additional insured under the general liability insurance policy. The minimum liability coverage is \$1,000,000.00. Please mail or fax an insurance certificate to:

Clayton Holdings, LLC  
P.O. Box 11309  
St. Louis, MO 63105  
**Fax # 314.746.3744**

Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance.

Please note that the Bank requires 30 day written notice of cancellation of the policy covering leased equipment.

*Lessee: Community Unit School District No. 5, McLean and Woodford Counties, Illinois*

*Authorized Signature: \_\_\_\_\_*

*Printed Name: Martin S. Hickman*

*Title: Business Manager*

*Date: \_\_\_\_\_*

**SCHEDULE I  
DISBURSEMENT AUTHORIZATION**

August 17, 2023

To: Clayton Holdings, LLC  
8000 Forsyth Boulevard, Suite 510  
St. Louis, Missouri 63105

RE: Lease Number 5000125-012

Ladies and Gentlemen,

Please disburse the proceeds of the above lease as follows:

Wire to:

<b>PAYEE</b>	<b>AMOUNT</b>
<b>Martin Tractor, Inc.</b> 2434 South Main Street Bloomington, IL 61704 Reference Invoice No. _____  <b>Wire/Payment Instructions:</b> Commerce Bank ABA No. 101000019 Account No.: 203995604	\$132,798.00

Sincerely,

<p><i>Lessee: <u>Community Unit School District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Business Manager</u></i></p> <p><i>Date: _____</i></p>
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8000 Forsyth Boulevard, Suite 510  
Saint Louis, Missouri 63105-1797

August 17, 2023

Mr. Martin S. Hickman  
Business Manager  
Community Unit School District No. 5, McLean and Woodford Counties, Illinois  
1809 W. Hovey Avenue  
Normal, Illinois 61761

Dear Mr. Hickman:

Enclosed is a draft IRS form 8038G related to the lease financing described above. **The enclosed form is required to be filed by you, as the lessee, with the IRS in connection with the lease financing.** As a courtesy, we have prepared and forwarded the enclosed draft to you for your review, execution and filing. The information included in the form is based on information you provided in connection with the application for the lease financing and the execution and delivery of the lease documents (including the 8038 Questionnaire).

Once executed, an original of the executed form is required to be filed with the Internal Revenue Service at the following address no later than November 15, 2023.

If sent by US postal service to:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, Utah 84201

If sent by overnight delivery service to:

Department of the Treasury  
Ogden Internal Revenue Submission  
Center  
1973 Rulon White Boulevard  
Ogden, Utah 84201

We recommend that you obtain proof of mailing as you would with any tax return filed with the IRS, in the event that the form is lost in transmission or misfiled by the IRS and that such proof be filed with other documents related to the lease financing.

If you have any questions regarding this form or the requirement to file it, please feel free to contact me.

Sincerely,

Nancy Mullen  
Municipal Contract Administrator  
Phone: 617-584-2868  
Email: nancy.mullen@commercebank.com

**8038-G QUESTIONNAIRE**

Name of Lessee: Community Unit School District No. 5, McLean and Woodford Counties, Illinois  
Address of Lessee: 1809 W. Hovey Avenue, Normal, Illinois 61761  
Contact Person: Martin S. Hickman, Business Manager  
Telephone Number: 309-557-4010  
Email Address: hickmanms@unit5.org  
Lessee's FEIN: 37-6004011

**GENERAL**

*In October 2021, the Internal Revenue Service ("IRS") updated Form 8038-G (the form used by Lessees to report the issuance of a tax-exempt obligation). The revised Form 8038-G asks specific questions about written procedures to: (1) monitor private use of assets financed with proceeds of a tax-exempt obligation and, as necessary, to take remedial actions to correct any violations of federal tax restrictions on the use of financed assets; and (2) monitor the yield on the investment of gross proceeds of tax-exempt obligations and, as necessary, make payments of arbitrage rebate earned to the United States. In addition, the revised Form 8038-G asks Lessees to report whether any proceeds will be used to reimburse the Lessee for an expenditure paid prior to issuance. This questionnaire is designed to obtain the information necessary to complete Form 8038-G for the Lease. Lessee will be required to review and approve the information entered prior to signing the 8038-G form.*

*At this time, the consequences of not having adopted written procedures to monitor private use of financed assets and yield on the investment of gross proceeds of tax-exempt obligations are unknown. If you have further questions, please consult your regular bond or legal counsel.*

**Part 1 – Written Tax Compliance Procedures**

**Note: If either of these questions is not answered, we will assume the Lessee has not adopted the described procedures.**

1. Has the Lessee established written procedures to monitor compliance with federal tax restrictions for the term of the lease? The written procedures should identify a particular individual within Lessee’s organization to monitor compliance with the federal tax requirements related to use of the financed assets and describe actions to be taken in the event failure to comply with federal tax restrictions is contemplated or discovered. **Yes \_\_\_ No \_\_\_**
2. Has the Lessee established written procedures to monitor the yield on the investment of proceeds of the Lease on deposit in an escrow account or similar fund prior to being spent and to ensure that any positive arbitrage rebate earned is paid to the United States? **Yes \_\_\_ No \_\_\_**

**Part 2 – Reimbursement of Prior Expenditures**

1. As of the funding date, were any of the proceeds of the Lease used to reimburse Lessee for expenditures paid to acquire the financed assets prior to the funding date of the Lease? **Yes \_\_\_ No \_\_\_**

*If yes, please attach a spreadsheet listing the expenditure(s) together with the date paid, vendor paid and purpose of the expenditure or other proof of the expenditure(s) containing this information (i.e. invoices, receipts, cancelled checks).*

**Items 2 and 3 need to be completed ONLY if the answer to item 1 above is YES.**

2. Please attach a copy of Lessee’s resolution of intent to finance the financed assets, which includes date of adoption.
3. What is the amount of proceeds of the Lease reimbursed to Lessee? \$ \_\_\_\_\_

**BY:** \_\_\_\_\_

**NAME:** Martin S. Hickman

**TITLE:** Business Manager

**DATE:** 5/25/25

**Exhibit - Overnight Trip Request Form**

*This form is to be submitted to the Board of Education for prior approval of all trips by students that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.*

School(s): Normal Community High School

Student(s)/Grade(s)/Group(s) Participating Girls Varsity Tennis Team

Dates of Trip (inclusive): 8/18/2023-8/19/2023 No. of School Days Missed: 1

Destination(s): Jacobs High School-Algonquin, IL

Reason for Trip: Tournament

Educational  Club  Athletic  Contests  Special Education  Team  Other

Name(s) of Supervisor(s): Roger Juers

Mode of Transportation: District White Bus Provided by: NCHS

Participant Costs: \$0 Paid by: NA

District Cost: \$300

Other Pertinent Information: \$300 is the entry fee which will be paid for out of the NCHS Athletic Budget

Signature of Principal: 

Date: 8/7/2023

Board of Education Approval  Yes  No

Date: \_\_\_\_\_

Adopted: April 24, 2013  
Reviewed:  
Amended:

**Exhibit - Overnight Trip Request Form**

*This form is to be submitted to the Board of Education for prior approval of all trips by students that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.*

School(s): NCWHS and NCHS

Student(s)/Grade(s)/Group(s) Participating: Normal Marching Band

Dates of Trip (inclusive): October 28-29, 2023 No. of School Days Missed: 0

Destination(s): Bands of America St. Louis Super Regional Championships – St. Louis, MO

Reason for Trip: Contest

Educational  Club  Athletic  Contests  Special Education  Team  Other

Name(s) of Supervisor(s): Ryan Budzinski and Paul Carter with additional Schedule B faculty and staff

Mode of Transportation: Charter Coach Provided by: Peoria Charter

Participant Costs: Lodging, Transportation, Event Admission Paid by: Participants

District Cost: N/A

Other Pertinent Information: The Unit 5 Music Parents Organization has provided multiple individual student fundraising opportunities to offset the cost of this event.

Signature of Principal: 

Date: 8/15/23

Board of Education Approval  Yes  No

Date: \_\_\_\_\_

**Exhibit - Overnight Trip Request Form**

*This form is to be submitted to the Board of Education for prior approval of all trips by students that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.*

School(s): NCWHS and NCHS

Student(s)/Grade(s)/Group(s) Participating: High School Music Department All-State Students

Dates of Trip (inclusive): January 25-27, 2024 No. of School Days Missed: 2

Destination(s): Illinois Music Education Conference, Peoria, IL

Reason for Trip: Students who qualified for All-State Ensembles by audition

Educational  Club  Athletic  Contests  Special Education  Team  Other

Name(s) of Supervisor(s): Ryan Budzinski, Ben Luginbuhl, Kimberley Boehm, Paul Carter, Melissa Siebenthal, Sara Williams

Mode of Transportation: Activity Van Provided by: Unit 5

Participant Costs: Lodging Paid by: Participants

District Cost: Transportation

Other Pertinent Information: The Unit 5 Music Parents Organization has provided multiple individual student fundraising opportunities to offset the cost of this event.

Signature of Principal: 

Date: 8/15/23

Board of Education Approval  Yes  No

Date: \_\_\_\_\_

The Facility Committee  
Approve this request  
J 8/11/23

McLean County Unit District No. 5  
REQUEST FOR DONATION APPROVAL

Name of Donator/  
Organization: Roxanne Forgrave

Address of Donor/  
Organization: 89 Oak Tree Dr. Brownsburg, IN 46112

Description of  
Donation:  
(include drawings  
if applicable)

Two checks to go towards our "Field of Dreams" project. We would like it to go towards an outdoor classroom and extra towards landscaping.

We would like a concrete pad with a covered shelter for the classroom with sidewalks to attach to the circle walk. Electrical run to the shelter. Size negotiable based on cost.

Total Value: \$22,721.26

Current/Future  
Costs To the  
School District: 0

Approval  
Signatures:  
(As Applicable)

Building Principal: Kim Markum

Athletic Director:

Supervisor of Maintenance: J. Roth

City Official:

Superintendent:

Date:

**Thank you for your donation!**

In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project/donation. This must include all current and potential costs to the school district for project completion and/or maintenance.

Your support of Unit 5 Schools is greatly appreciated.